Ontario

MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES

PROTOCOL

for the

ONTARIO FIRE SERVICE

Dedicated

to those

courageous men and women

of the

Ontario Fire Service

who lost their lives in the line of duty

and to the families who miss them,

to those heroes who humbly risk their lives

to save others

and to the families who support them,

to those devoted individuals

who continue to serve in their roles

and to teach and protect

all persons in the province of Ontario

with pride and determination.

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Introduction

For decades, the Ontario Fire Service has benefited from an abundance of recruits who have served in the military and have brought with them a knowledge of military discipline, conduct, customs and protocol. With the reduction in the size of military forces, the fire service has lost the benefit of this experience.

However, the general public continues to hold the fire service in the highest esteem, expecting a professional, disciplined deportment from firefighters. On certain occasions, such as national holidays, memorial services, funerals, etc., the Ontario Fire Service is often called upon to be involved in parades where marching skills are required. The Ontario Fire Service is also involved in hosting events such as retirement dinners, recruit graduation ceremonies, investitures and award presentations.

All of these activities require firefighters to dress in uniform. When wearing a uniform in public firefighters are expected to act in a specific manner. How firefighters conduct themselves reflects on the entire fire service.

As community role models, public image is very important to the role and function of the fire service. Proper protocol, deportment and marching skills portray a positive public image, foster respect for the fire service and depict firefighters as professional members of the community.

This manual is designed and intended to provide guidance to the fire service for a wide variety of events in which a firefighter may participate.

I would like to thank the Canadian Forces, the Ontario Provincial Police, and the York Regional Police Services for their co-operation in providing some of the material produced in this manual. I would also like to dedicate this manual to all firefighters who protect the citizens of the province of Ontario.

Bernard A. Moyle
Fire Marshal of Ontario

NOVEMBER 2006

PART 1

PROTOCOL FOR THE FIRE SERVICE

PURPOSE

This protocol manual tries to establish standard procedures for fire departments. The manual offers guidance on situations that may be encountered by fire departments in the course of carrying out their duties.

Some aspects of the manual may not apply to all fire departments. The protocol manual is meant only as a reference guide that may be adopted, in whole or in part, as best suits the needs of the fire department.

DEPORTMENT

Personnel in uniform should conduct themselves in a manner that projects a positive appearance to the public. The conduct and appearance of all ranks in uniform, on all occasions, reflects credit on the fire department and the individual. It is the responsibility and duty of all officers to ensure that, by their vigilance, actions, and example, the instructions contained in this protocol manual are respected by all personnel.

DEPORTMENT WHILE ON DUTY AND IN UNIFORM

Decorum while in uniform and in public places such as restaurants, hotels, theatres, dining rooms, or while travelling on trains, buses and airplanes, must at all times be correct and proper.

When in uniform staff should walk with a military bearing but not in a rigid "parade" manner. When walking with a lady, a gentleman should always walk closest to the road (curb side). When conditions demand, a gentleman offers his arm to support the lady he is walking with.

A gentleman opens and closes doors for ladies entering or leaving automobiles or buildings.

The place of honour is on the right. Accordingly, when an officer rides, walks or sits with a senior officer, the junior officer shall take a place to the left of the senior officer. The junior rank shall walk in step with the senior officer, and allow the senior officer to be first to enter a room or building and render similar acts of consideration.

SOCIAL INTRODUCTIONS

The question of when and whom to introduce is a subject of concern to some people. The simplest answer is: whenever it seems natural and sensible or whenever it makes a social situation easier.

The rules concerning how to perform an introduction are simple and straightforward:

- Gentlemen are presented to ladies.
- The younger or junior person is presented to the senior.
- A gentleman should always stand when being introduced. A lady should rise and offer her hand when introduced to a woman or a man obviously older than herself.
- Gentlemen shall stand when a lady enters the room and remain standing until she is seated.

METHODS OF INTRODUCTION

It is fundamental that the name of the one to whom the introduction is being made must be mentioned first. The basis for this rule is that the one who is doing the introduction addresses the more senior or lady first. For example,

- "Chief Crawford, may I introduce Captain Gilbert of number one station."
- "Mrs. Walker, may I present Mr. Paterson."
- "Your Worship, may I present Chief Smith."

A simple "How do you do" is quite sufficient in acknowledgement both by the one who is being introduced and by the one to whom the introduction is being made. Take your lead on whether to pursue small talk from the conversation or from the senior person.

It is important to remember that the person being introduced should not be the first person to offer his or her hand. Shaking hands should be a friendly act—not a contest of strength. A firm but relaxed grip is all that is needed.

At formal social functions when there is a receiving line, uniformed staff shall precede their guests in order to perform the necessary introductions. In doing so, the staff members will clearly state to the person acting as the announcer or performing the introductions his or her rank, name and the name of their guests.

The following is the proper manner in which personages are to be addressed:

- A King or Queen ---------- "Your Majesty"
- A Prince or Princess ---------- "Your Highness"
- A Duke ---------- "Your Grace" or "My Lord"
- A Duchess ---------- "Your Grace"
- An Ambassador ---------- "Your Excellency"
- The Governor General ---------- "Your Excellency" or "My Lord"
- A Lieutenant Governor ---------- "Your Honour"
- The Prime Minister of Canada ---------- "Prime Minister" or "Sir" or "Madam"
- A Provincial Premier ---------- "Premier (surname)" or "Sir" or "Madam"

The following is the proper manner in which officials are to be addressed:

- A Justice of the Ontario Court of Justice ---------- "Your Honour"
- Justice of The Peace ---------- "Your Worship"
- A Mayor ---------- "Your Worship"
- A Councillor or Alderman ---------- "Sir" or "Madam"
- All Others ---------- "Sir" or "Madam"

PAYING COMPLIMENTS

A salute is a formal mark of respect and courtesy. In the fire service saluting is not used in the normal conduct of business; however, saluting is expected and required for formal and ceremonial occasions. A hand salute is given when in uniform and wearing headdress. When in uniform and without headdress or in civilian clothes, a salute will be given by coming to attention and looking directly at the person giving or receiving the salute.

Anthems and Salutes

All uniformed staff who are wearing headdress and who are not part of a formed group such as an honour guard shall salute during the playing of O Canada, God Save the Queen, the Vice Regal Salute or the national anthem of another country. The salute will begin on the sounding of the first musical note played and end on the last note. If asked to sing a national anthem at investitures, remembrance services, graduation ceremonies, etc., staff will come to attention and join in the singing but will not salute.

Parades, Memorial Services and Funerals

All uniformed staff who are wearing headdress and who are not part of a formed group shall salute at the playing of the Last Post and Reveille. In this case the salute will begin on the first musical note and end on the last note of each call. When part of a formed group such as a funeral guard the officers of the formed group shall salute with the hand and the salute will be held for the silent interval between the Last Post and Reveille.

All uniformed members shall wear headdress and pay respect by saluting when passing the casket at a vigil.

All uniformed staff wearing headdress shall salute a passing funeral procession. This applies to fire department funerals, police department funerals, military funerals and civilian funerals.

All uniformed staff who are not part of a formed group shall:

- Stand at the arrival and departure of reviewing officers or dignitaries.
- Salute when the national flag of Canada is raised, lowered, or dipped during Remembrance Day or memorial services.
- Salute when uncased Colours pass directly in front.
- Salute during the playing of national anthems and royal salutes.

During formal occasions such as the presentations of graduation certificates, certificates of qualifications, department commendations, and medal presentations:

- The recipients shall salute the presenter before receiving the award.
- The presenter, if in uniform and wearing headdress, will return the salute, otherwise he or she will return the salute by coming to attention.

When in uniform and part of a formed group such as a guard of honour or other formation, only the formation commander will give the salute as described above. All others in the formation will stand to attention.

Persons Entitled to a Salute

- Members of the Royal Family
- The Governor General of Canada
- The Lieutenant Governor of a province of Canada
- The Prime Minister of Canada
- The Premier of a province of Canada
- Federal and provincial cabinet ministers
- Federal and provincial judges

The Salute (See Saluting, at the Halt, pages 51 and 52 for proper saluting technique.)

The method of saluting has varied greatly over the years but with the unification of the Canadian Forces a standard salute was adopted. The salute is given with the right hand from the position of attention. When the salute is completed:

a. The palm of the hand is facing down.
b. The thumb and fingers are fully extended and close together (not cupped).
c. The tip of the second finger is in line with the outside of the right eyebrow and touching the edge of the peak of the hat.
d. The hand, wrist, elbow and forearm are in a straight line from the shoulder with the upper arm parallel with the ground.

PART 2

WEARING OF UNIFORMS, DECORATIONS & MEDALS

WEARING OF UNIFORMS

When a uniform is worn it conveys to the public that the individual belongs to a specific group or organization. How that uniform is worn and maintained clearly reflects on the organization. If a uniformed staff member is not appropriately attired, it may then affect the public's perception of the department. On the other hand, if a uniformed staff member is well groomed and neat in appearance then the public will have a positive perception of the organization. When in uniform staff shall ensure that:

- their uniform is clean and pressed
- their shoes are clean and polished
- their uniforms are complete, including issued nametags, belts and buckles, undress ribbons or medals
- when outdoors, they wear their hats at all times.

It is important that departments set a uniform dress standard or policy. Such a standard or policy will ensure uniformity in appropriate dress when wearing uniforms. As an example, uniformed staff will be exempt from wearing uniform tunics from the first Monday after Victoria Day to the last Friday prior to Labour Day. Another example would be to establish a uniform protocol outlining the level of uniforms to be worn on various occasions. The number one uniform could be for ceremonial occasions and include tunics, lanyards, nametags, tie tacks, medals and white gloves. The number two uniform would be for everyday use and may or may not include tunics, depending on the time of year, undress ribbons, nametags, etc. The number three dress would be more in keeping with fire station duties and include fatigues, safety boots or shoes, sweaters when appropriate, etc.

HIGH-NECK TUNIC

Those full-size insignia mounted on a medal bar should be worn attached to the tunic over the left breast pocket.

As many as three neck badges may be worn. The senior badge suspended from its ribbon is worn inside the collar of the tunic in such a way that the badge hangs outside with about one inch of the ribbon emerging from the opening of the collar. The second and third badges are to be worn with the ribbons emerging from the second and third buttonholes. As many as four stars of orders may be worn on the left side of the tunic.

OPEN-NECK TUNIC

Those full-size insignia mounted on a medal bar should be worn attached to the tunic over the left breast pocket.

Two neck badges may be worn. The senior badge suspended from the full width ribbon is worn under the collar of the shirt so that the badge rests on the tie immediately under the knot. The second badge is worn with its ribbon emerging from the top buttonhole. As many as four stars of orders may be worn on the left side of the tunic.

OVERCOATS

Only those full-size insignia mounted on a medal bar may be worn on a civilian overcoat at outdoor functions. Neither neck badges nor stars may be worn.

LAPEL BADGES

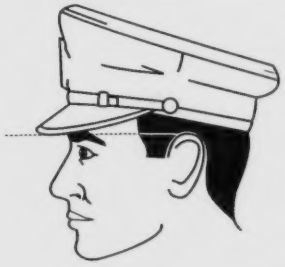
Included in the insignia of some orders and decorations is a lapel badge. This badge may be worn on the left lapel of the coat with any order of dress at any time when the full size or miniature insignia or the undress ribbons are not being worn. Women wear this badge in a similar position on the dress or jacket.

COMPANION BROOCHES

Some medals are issued with a companion brooch that is presented to the medal recipient's spouse or companion. The companion brooch may be worn when attending a department function when the uniformed member wears medals or undress ribbons. The companion brooch may also be worn as described under the heading Lapel Badges.

HEADDRESS - SERVICE CAP

The cap shall be worn by all members square on the head with the peak in line with the eyebrows. The black woven cap band shall be fitted with the seam in line with the front seam of the cap.



NECKTIE

The necktie shall be knotted neatly using either a Windsor or four-in-hand knot, and shall be kept tight. Conservative tie-pins or clips may be worn. When the jacket is removed, the tie shall not be tucked into the shirt, except for safety reasons.

Four-in-Hand Knot

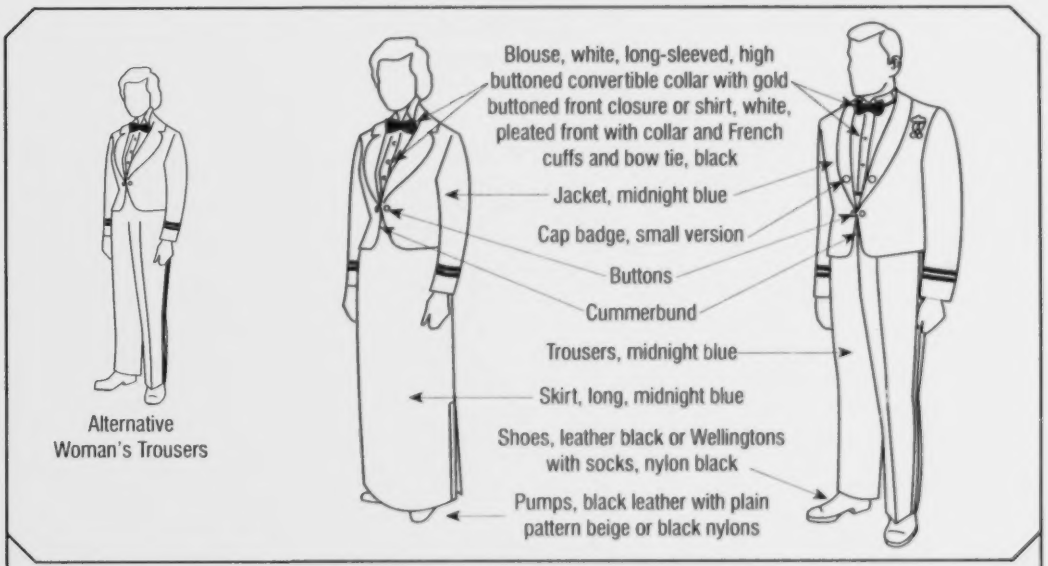
Windsor Knot

FORMAL EVENING DRESS (MESS KIT)

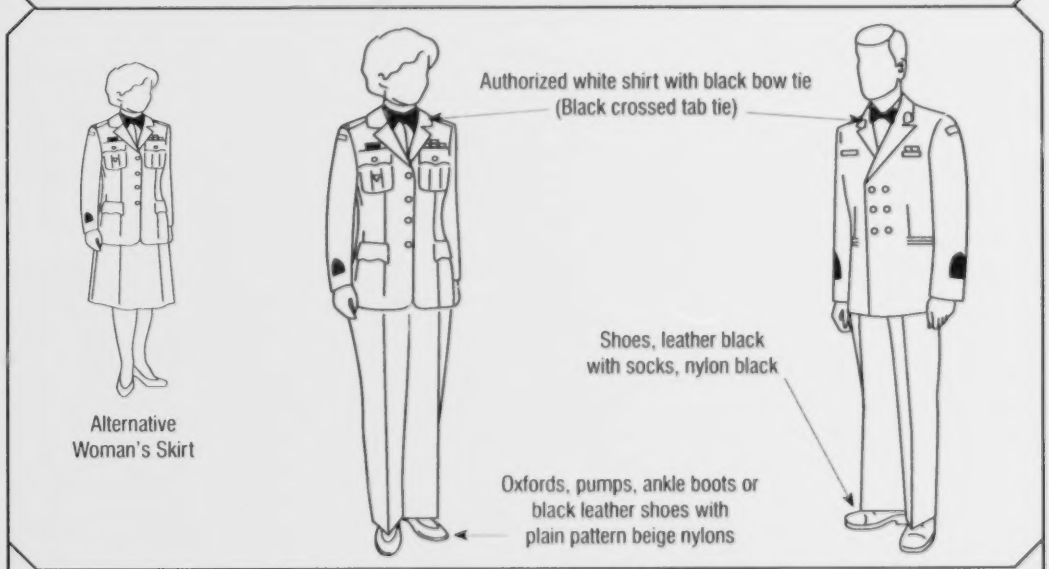
The miniature badges of orders, decorations and medals should be worn suspended from a medal bar attached to the left lapel of the coat or centred on the left shoulder between the edge of the lapel and seam of the sleeve. As many as four stars of orders may be worn on the left side of the coat.

Mess kit should be worn at formal evening functions (after 18:00) such as mess dinners, other formal functions, and service and civilian occasions where formal attire would be deemed appropriate, e.g., formal receptions, dinners, and weddings which occur in the evening.

The alternative to Mess kit can also be worn in this category provided the member wears a white shirt and black bow tie.


Alternative
Woman's Trousers
Blouse, white, long-sleeved, high buttoned convertible collar with gold buttoned front closure or shirt, white, pleated front with collar and French cuffs and bow tie, black
Jacket, midnight blue
Cap badge, small version
Buttons
Cummerbund
Trousers, midnight blue
Skirt, long, midnight blue
Shoes, leather black or Wellingtons with socks, nylon black
Pumps, black leather with plain pattern beige or black nylons

Mess Kit

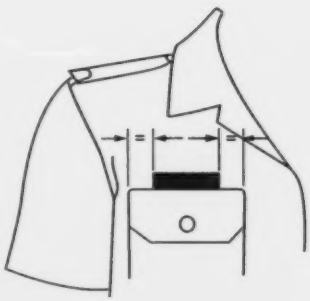

Alternative
Woman's Skirt
Authorized white shirt with black bow tie (Black crossed tab tie)
Shoes, leather black with socks, nylon black
Oxfords, pumps, ankle boots or black leather shoes with plain pattern beige nylons

Alternative Mess Kit

UNDRESS RIBBON

When not wearing full size insignia with a military-style uniform, it is customary to wear the ribbon alone. The undress ribbon is wrapped around ½"-wide strips of stiffening material and sewn immediately above the left breast pocket of the tunic. The ribbon may also be attached to a bar with pins for mounting directly onto tunics or shirts. If more than one ribbon is worn, it should be worn without interval with the senior one closest to the centre of the chest. Undress ribbons should be worn over the left breast pocket of a uniform shirt when uniform tunics are not worn.

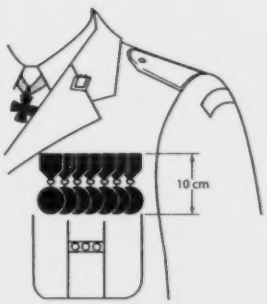
UNIFORM NAMETAGS



The department nametag is always worn on the right side of the uniform tunic and the right side of the uniform shirt when in shirtsleeves. The nametag should be positioned just above the right breast pocket using the pocket flap top seam as a guide to keeping it straight and level. The nametag should also be centred over the right breast pocket using the button of the pocket as the centre point. If your department uniform is double breasted then the nametag will be centred on the right side of the tunic and in line with the top edge of the right breast pocket.

WEARING OF INSIGNIA, ORDERS, DECORATIONS AND MEDALS

The insignia of Canadian, Commonwealth, and foreign orders, decorations, and medals shall be worn in order of precedence without interval, with the senior closest to the centre of the chest.



Medals should hang in one row so that they are fully visible. Should this not be possible because of the number being worn, they shall be overlapped horizontally with the senior medal showing in full. Normally, six or more standard size medals and more than eight miniatures will require overlapping. The maximum width of the mounting is governed by the physique of the individual. The bar should not normally project beyond the outer edge of the lapel or the arm seam of the jacket.

Court mounting shall be used. The length from the top of the medal bar suspender to the bottom edge of the medal shall be 10 cm (4 in.). The ribbons and medals shall be mounted on a panel the size of which is determined by the number of ribbons worn. The lower edge of the panel shall be in line with the centre of the medals. Commencing from the lower edge, each ribbon runs up the front of the panel to the top and back down to the medal. The medals shall then be stitched to the panel to prevent them from swinging. This method prevents medals from clinking against each other.

ORDER OF PRECEDENCE OF ORDERS, DECORATIONS AND MEDALS

Insignia of Canadian orders, decorations and medals should be worn in the sequence below. The post nominal letters associated with the orders, decorations and medals are indicated in brackets.

- Victoria Cross (V.C.)
- Cross of Valour (C.V.)

National Orders

- Companion of the Order of Canada (C.C.)
- Officer of the Order of Canada (O.C.)
- Member of the Order of Canada (C.M.)
- Commander of the Order of Military Merit (C.M.M.)
- Commander of the Order of Merit of the Police Forces (C.O.M.)
- Commander of the Royal Victorian Order (C.V.O.)
- Officer of the Order of Military Merit (O.M.M.)
- Officer of the Order of Merit of the Police Forces (O.O.M.)
- Lieutenant of the Royal Victorian Order (L.V.O.)
- Member of the Order of Military Merit (M.M.M.)
- Member of the Order of Merit of the Police Forces (M.O.M.)
- Member of the Royal Victorian Order (M.V.O.)
- The Most Venerable Order of the Hospital of St. John of Jerusalem *(all grades) (Post-nominal letters only for internal use by the Order)*

Provincial Orders

- Order of Quebec (G.O.Q., O.Q., C.Q.)
- Saskatchewan Order of Merit (S.O.M.)
- Order of Ontario (O. Ont.)
- Order of British Columbia (O.B.C.)
- Alberta Order of Excellence (A.O.E.)
- Order of Prince Edward Island (O.P.E.I.)
- Order of Manitoba (O.M.)
- Order of New Brunswick (O.N.B.)
- Order of Nova Scotia (O.N.S.)
- Order of Newfoundland and Labrador (O.N.L.)

Decorations

- Star of Military Valour (S.M.V.)
- Star of Courage (S.C.)
- Meritorious Service Cross (M.S.C.)
- Medal of Military Valour (M.M.V.)
- Medal of Bravery (M.B.)
- Meritorious Service Medal (M.S.M.)
- Royal Victorian Medal (R.V.M.)

War and Operational Service Medals

- Korea Medal
- Canadian Volunteer Service Medal for Korea
- Gulf and Kuwait Medal
- Somalia Medal
- South-West Asia Service Medal
- General Campaign Star
- General Service Medal

Special Service Medals

- Special Service Medals with Bars
  - Pakistan 1989-90
  - Alert
  - Humanitas
  - NATO/OTAN
  - Peace/Paix
  - Ranger
- Canadian Peacekeeping Service Medal

United Nations Medals

- Service (Korea) (1950-54)
- Emergency Force (Egypt/Sinai) (1956-67)
- Truce Supervision Organization in Palestine (1948-) and Observer Group in Lebanon (1958)
- Military Observation Group in India and Pakistan (1948-)
- Operation in Congo (1960-64)
- Yemen Observation Mission (1963-64)
- Force in Cyprus (1964-)
- India/Pakistan Observation Mission (1965-66)
- Emergency Force Middle East (1973-79)
- Disengagement Observation Force Golan Heights (1974-)
- Interim Force in Lebanon (1978-)
- Military Observation Group in Iran/Iraq (1988-91)
- Transition Assistance Group (Namibia) (1989-90)
- Observer Group in Central America (1989-92)
- Iraq/Kuwait Observer Mission (1991-)
- Angola Verification Mission (1988-97)
- Mission for the Referendum in Western Sahara (1991-)
- Observer Mission in El Salvador (1991-95)
- Protection Force (Yugoslavia) (1992-95)
- Advance Mission in Cambodia (1991-92)
- Operation in Somalia (1992-93)
- Operation in Mozambique (1992-94)
- Observation Mission in Uganda/Rwanda (1993-94)
- Assistance Mission in Rwanda (1993-96)
- Mission in Haiti (1993-)
- Verification of Human Rights and Compliance with the Comprehensive Agreement on Human Rights in Guatemala (1997-98)
- Mission in the Central African Republic (1998-2000)
- Preventive Deployment Force (Macedonia) (1995-99)
- Mission in Bosnia and Herzegovina (1995-)
- Mission of Observers in Prevlaka (Croatia) (1996-)

- Interim Administration Mission in Kosovo (1999-)
- Observer Mission in Sierra Leone (1999-)
- Mission in East Timor and Transitional Administration in East Timor (1999-)
- Mission in the Democratic Republic of the Congo (1999-)
- Mission in Ethiopia and Eritrea (2000-)
- Special Service (1995-)
- Headquarters

NATO

- North Atlantic Treaty Organization (NATO) Medal for the Former Yugoslavia (1992-2002)
- NATO Medal for Kosovo (1999-)
- NATO Medal for the Former Yugoslav Republic of Macedonia (2001-02)
- Article 5 NATO Medal for Operation "Eagle Assist" (2001-02)
- Article 5 NATO Medal for Operation "Active Endeavour" (2001-)
- Non-Article 5 NATO Medal for operations in the Balkans (2003-)

International Mission Medals

- International Commission for Supervision and Control (Indo-China) (1954-74)
- International Commission for Control and Supervision (Vietnam) (1973)
- Multinational Force and Observers (Sinai) (1982-)
- European Community Monitor Mission (Yugoslavia) (1991-)
- International Force East Timor (1999-)
- European Security and Defence Policy Service Medal

Commemorative Medals

- Canadian Centennial Medal (1967)
- Queen Elizabeth II's Silver Jubilee Medal (1977)
- 125th Anniversary of the Confederation of Canada Medal (1992)
- Queen Elizabeth II's Golden Jubilee Medal (2002)

Long Service and Good Conduct Medals

- RCMP Long Service Medal
- Canadian Forces Decoration (C.D.)

Exemplary Service Medals

- Police Exemplary Service Medal
- Corrections Exemplary Service Medal
- Fire Services Exemplary Service Medal
- Canadian Coast Guard Exemplary Service Medal
- Emergency Medical Service Exemplary Service Medal
- Peace Office Exemplary Service Medal

Special Medal

- Queen's Medal for Champion Shot

Other Decorations and Medals

- Ontario Medal for Good Citizenship (O.M.C.)
- Ontario Medal for Police Bravery
- Ontario Medal for Firefighter Bravery
- Saskatchewan Volunteer Medal (S.V.M.)
- Ontario Fire Service Long Service Medal
- Ontario Provincial Police Long Service and Good Conduct Medal
- Service Medal of the Most Venerable Order of the Hospital of St. John of Jerusalem
- Commissionaire Long Service Medal
- Newfoundland and Labrador Bravery Award
- Newfoundland and Labrador Volunteer Service Medal
- British Columbia Fire Services Long Service and Bravery Medals
- Commemorative Medal for the Centennial of Saskatchewan
- Alberta Centennial Medal

PART

3

FLAG ETIQUETTE

For a full honours funeral ceremony, the Ontario flag will be used to drape the pall over the casket. If requested by the family, the Canadian flag shall be used.

When draped over the casket, or being handled, the flag shall not touch the ground, or be so placed as to be below the eye level of a seated person.

The flag shall not cover any object other than a casket, monument or photograph.

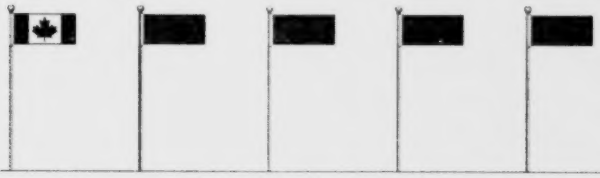
For a full honours funeral ceremony, the official flag shall be presented to the widow(er) or next of kin.

FLAG DISPLAYS (INDOORS AND OUTDOORS)

The Canadian or Ontario flag may be flown at buildings having a single flag mast. Where another flag or banner is displayed, it shall be flown beneath the Canadian flag.

Both the Canadian and Ontario flags shall be flown at buildings with two flag masts. The Canadian flag will be flown on the left as viewed by spectators in front of the flags.

When three flags are flown together, the Canadian flag shall occupy the central position, with the next ranking flag to the left and third ranking flag to the right, as seen by spectators in front of the flags.



When more than three flags are flown, separate staffs of the same height shall be used with Canada on the left, as viewed by the spectators in front of the flags.

Flags are flown at half-mast as a sign of mourning. The flag must first be raised to the top of the mast and then slowly lowered at least the flag's width from the masthead. On occasions requiring a flag to be flown at half-mast all surrounding flags must also be flown at half-mast. A flag shall be flown half-mast on a remembrance anniversary or death of:

- A member of the Royal Family related in the 1st degree
- The Governor General, Prime Minister (or former thereof)
- Lieutenant Governor, Premier
- A member of the House of Commons, Senator, a Canadian Privy Councillor, a Mayor, a Firefighter or Police Officer
- On the death of a person whom is desired to honour
- On Remembrance Day, November 11, the flag is flown at half-mast from 11:00 a.m.–12:00 p.m.

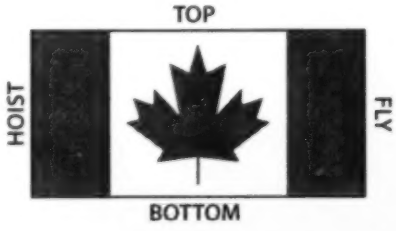
When displaying the Canadian flag vertically, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

FLAG FOLDING

Although there is no official way in Canada to fold the national or provincial flags, the following procedures may be used when presenting a flag during a funeral service. An alternate method for folding the flag can be found in Appendix A.

On the command FOLD-FLAG:

1. Two members of the insignia guard remove the flag from the casket and hold the flag at both ends waist-high so that the surface is parallel with the ground.



2. Fold the lower section of the flag lengthwise to the top.

3. Fold the lower section of the flag lengthwise to meet the open edge at the top.

4. Make a triangle fold by bringing the corner of the folded edge parallel to the open edge of the flag, creating a point.

5. Turn the point inward, parallel to the open edge of the flag to form the second triangle.

6. Continue folding triangles until the entire length of the flag is folded in this manner.

7. When the flag is completely folded, it should form a red triangle with the final edge folded in. At this point a shoulder flash of the fire service may be inserted into the fold prior to presenting the flag to the next of kin. When presented, the point of the flag should face the next of kin.

PART 4

FIRE DEPARTMENT CEREMONIES

CHANGE OF COMMAND

Change of command from one chief to another is an occasion that can be utilized to raise the visibility of your department in the community in recognizing the importance of the position of the fire chief.

Properly done, it is an excellent public relations opportunity: a colourful ceremony tailor-made for television and of interest to media in general.

There is another important aspect: dignity. A chief's retirement traditionally calls for a retirement dinner or two, a "roast", a gift from the office, mementos from the fire service and suppliers, etc. Then it is time to clear out the desk and say goodbye and leave. A change of command ceremony visibly installs the successor within the department and allows the retiring chief to depart in a dignified manner, rather than just fading out.

Since change of command ceremonies are unlikely to occur in a department very often, each one should be tailored to the personalities of the two individuals involved. Although a change of command recognizes the office as well as the person, the wishes of the outgoing or departing fire chief should be respected first and foremost.

The following steps should serve as a guideline/checklist for your ceremony. If you have questions, or run into difficulties, the Office of the Fire Marshal is available for assistance.

PREPARATION FOR THE CHANGE OF COMMAND CEREMONY

- ❑ As soon as a council approves the new chief, appoint a committee to organize the day. A platoon or district chief should chair the committee but membership should be drawn from all ranks and should include the department's or municipality's public relations staff and the union. Allow at least six to eight weeks to plan and organize the day.
- ❑ Once the date is set, a guest list should be prepared including the mayor, members of council, municipal/township department heads, MP, MPP, Fire Marshal, former chiefs, neighbouring departments, mutual aid associations, union officials, local prominent business people, community VIPs, the media, etc. A formal invitation should be sent to each.

- ❑ A volunteer department should involve its ladies' auxiliary in the planning at a very early stage. Their co-operation and hard work will be essential to the success of the ceremony.
- ❑ If your department does not have a Colour guard or band, make arrangements with another department or military unit to have theirs attend. A piper can be used effectively for this ceremony.
- ❑ Headquarters station will probably be used as a site for the ceremony. Since your whole department will be on show, inspect the building and grounds for good housekeeping. This is the time to have a fresh coat of paint put on the exterior and public areas and to have a sealer or fresh pavement added to the apron.
- ❑ Since headquarters station will be occupied for a few hours with the ceremony, plan for other stations to cover any emergency calls.
- ❑ Apparatus must be spotless on the day of the ceremony as it, too, will be on show. Allow time for clean-up if the apparatus has had to respond the day prior to or the day of the ceremony.
- ❑ Ensure all ranks involved in the ceremony understand they will be on parade in full uniform. Make sure everyone has a full kit and enough white gloves are in stock to issue to all ranks.
- ❑ Rent seating and make proper catering arrangements for your guests. Make sure staff is available to place and remove seats. Arrange for a podium and possibly a reviewing stand.
- ❑ Once all arrangements have been completed, have a program prepared. This can be simple or elaborate depending on your resources and budget.
- ❑ Have your public relations officer prepare a news release for the media and have photographs of the outgoing and incoming chiefs (colour for TV and black and white for newspapers) ready for handout. Don't overlook the value of cable TV if it is available in your area. A contact there can even result in a souvenir videotape for your department.
- ❑ Ensure both chief officers understand they will make a short speech during the ceremony.
- ❑ Review the ceremony with all ranks involved. If all or part of the ceremony is planned outdoors, make provisions for foul weather.

CHANGE OF COMMAND CEREMONY

- ❑ Have firefighters assigned as ushers to guide guests to their seats. Reserve places for most important guests.
- ❑ Have station apparatus drawn up on the apron.
- ❑ Form up all personnel, the Colour guard and band. Arrange the march by having the firefighters in platoons (24 firefighters and a platoon leader). Spotting marks for each platoon can be discreetly chalked on the apron or the military system of a man as the marker can be used.
- ❑ Command officers, i.e., platoon chiefs, district chiefs, etc., should form their own group and stand at the attention several paces behind and to the left of the podium/reviewing stand.
- ❑ When all is ready, the incoming and outgoing chiefs can be brought in from the right escorted by a senior officer who could be a deputy chief, a senior platoon chief or district chief. An honour guard could also be provided. (The program or master of ceremonies should instruct guests to stand at this point.)
- ❑ With both chiefs and the Ontario Fire Marshal or his/her representative on the reviewing stand, the senior officer who brought them in will take his/her leave by a salute and move to the head of the formation and lead a march past the platoons.
- ❑ The outgoing chief will step forward and take the salute as the Colours and each platoon pass.
- ❑ When the march past is complete, presentations can be made to the outgoing chief.
- ❑ It would be very appropriate to have an artist create a scroll commemorating the occasion. Both chiefs could formally sign the document. This could later be framed and displayed at the HQ station. Over a period of years, a sense of history and tradition could be conveyed through a gallery of portraits and hand-over documents. Alternatively, the outgoing chief could present his/her successor with the keys to the HQ station.

- ❑ The outgoing chief will then make a short speech of farewell.
- ❑ The Ontario Fire Marshal or his/her representative will make a short address of appreciation to the outgoing chief on behalf of the province. He/she will also introduce the incoming chief.
- ❑ The incoming chief will then call all ranks to give three cheers to the outgoing chief.
- ❑ At this point, the program should instruct guests to stand and remain standing for the remainder of the ceremony. The outgoing chief will then be escorted out (to the left) by the honour guard. The band or piper should play appropriate music.
- ❑ After a suitable pause, the new chief can be escorted out (to the right). The band should play Hail to the Chief or some similar type of music.
- ❑ A senior officer will then invite all present to refreshments and dismiss the platoons.
- ❑ It should be noted that whenever dignitaries are invited to participate in any fire department ceremony, a firefighter should be assigned as an escort to the dignitaries. This gesture will make the guests feel comfortable and ensures that the guests know what is expected of them.

PART 5

FIRE DEPARTMENT FUNERALS

INTRODUCTION

When a department is called upon to provide a fire department funeral, the department will be under close scrutiny by the family and friends of the deceased, the entire community and the fire service in general.

The ceremony must be conducted with dignity and good taste, always keeping in mind the wishes and feelings of the next of kin.

During a funeral, the department and the fire service is on public display and is judged by the actions, respect and behaviour of its individual members. Best impressions and respect are to be shown by the attendance of all firefighters wearing full uniforms.

Those individuals who have not been issued uniforms shall wear appropriate civilian attire.

Since a department funeral is a ceremonial occasion, protocol calls for proper recognition of rank in all aspects of the organization of the funeral party.

The following suggestions and guidelines will assist departments in providing uniformity and meeting expected decorum.

GENERAL

Department funerals usually fall into one of two categories. The first follows the natural death of a firefighter and is known as the general service. This usually entails departmental pallbearers, insignia guard, and a number of firefighters to pay their respects and those of the department.

The second service follows the death of a firefighter in performance of his/her duty. By virtue of rank, it is also extended to the active chief of the department, regardless of the circumstances of his/her death. This

service, known as full department honours, requires more preparation and coordination compared to the general service. The most significant differences occur in the use of a fire department pumper as a caisson to bear the casket, a flag to drape the casket, Colours, platoon organization, music, etc. The numbers of people attending probably will be much greater and generally will include representatives from outside the municipality.

Most services will require close co-operation between the department and the union or association, as well as the place of worship, funeral home and outside organizations such as lodges, etc. Liaison should, therefore, be provided between all concerned so that the firefighter receives the respect due to his/her performance sacrifice. A protocol officer best carries out this liaison.

In large departments, a funeral committee often is of a permanent nature with three members and is headed up by a protocol officer. The protocol officer begins the necessary preparations as soon as he/she is notified. In small departments the chief should appoint a protocol officer and authorize him/her to start arrangements immediately.

The following pages list steps that require the attention of the funeral committee. It will be obvious that some items do not apply to all occasions. It is better, however, to check all the steps before discarding any, rather than run the risk of inadvertently overlooking something important.

The sequence of events requires certain steps to be completed first, but following that, several arrangements may proceed coincidentally.

The role of the protocol officer and the funeral committee is not necessarily to do all these steps but rather to ensure that they will be done.

Similarly, the parade marshal may assign others to complete tasks, which are described as his/her responsibility. Typical appointments by the chief of the department include a transportation officer, media officer, etc.

FUNERAL COMMITTEE RESPONSIBILITIES

- ❑ Visit the spouse or next of kin, offer condolences, and advise her/him that the deceased is entitled to a department funeral.
- ❑ Explain the part the department is prepared to play in the funeral service. Offer any assistance she/he may require, encourage and advise her/him on any decision. Keep in mind that the final decision about the funeral rests with the spouse or next of kin. However, most families need and welcome help at this time and long after the funeral they are appreciative of the role played by the fire service.
- ❑ Notify the office of the fire chief as soon as the type of funeral has been settled. It is important that the chief be contacted since many of the arrangements fall under his/her jurisdiction.
- ❑ The committee should ensure that appropriate rehearsal be conducted prior to the actual ceremony.

DEPARTMENT RESPONSIBILITIES

- ❑ Send out the necessary notice as soon as the time, date, and place of the service are known. The form found on page 35 can be used to notify the Office of the Fire Marshal, which, in turn, can provide assistance, if required, and notify the rest of the Ontario Fire Service of the death.
- ❑ Appoint a parade marshal. The funeral committee may suggest a suitable person to the chief for concurrence. Military experience is usually an asset. If possible, the parade marshal's name should appear on the original notice.
- ❑ If the funeral calls for full department honours, select and prepare a pumper to carry the casket.

- ❑ Arrange time off, if necessary, for the firefighters directly involved.
- ❑ Notify city council or the municipal body concerned.
- ❑ Notify the news media.
- ❑ Order flags to be lowered to half staff (generally only on the day of the funeral).
- ❑ Provide a copy of this funeral procedure to the funeral home and place of service.

UNION OR ASSOCIATION RESPONSIBILITIES

- ❑ If full department honours are to be observed, furnish the flag for the casket. This will be formally presented to the family following service.
- ❑ If full department honours will be observed, arrange for a Colour party, band, drummers or piper.
- ❑ Arrange for suitable flowers.
- ❑ Assign a firefighter to be in attendance during the period designated for visitation at the funeral parlour.
- ❑ Arrange pallbearers and a guard of honour as required. With the agreement of the family, the pallbearers could be members of the deceased's crew or close associates. When full department honours are involved, the guard of honour may include senior officers and civic dignitaries.
- ❑ Liaise with the funeral director. If full department honours, describe the capability of the pumper to carry the casket and flowers. Have the parade marshal in attendance so that moving-off arrangements can be finalized.
- ❑ Notify out-of-town locals and departments.
- ❑ Arrange refreshments for out-of-town representatives. Generally, a meeting hall is best. Make sure everyone is properly directed or guided to this location before and after the service.
- ❑ Arrange necessary uniform accessories such as white gloves.
- ❑ Arrange a police escort.
- ❑ Send "Thank You" letters to all concerned.

The above routine should cover most of the situations involved in a fire department funeral. Compliance with different religions and local customs may require variations to the routine and may be inserted where necessary.

In the case of smaller departments where certain facilities or capabilities are lacking, it would be in order to contact neighbouring departments for assistance. This will no doubt be gladly rendered.

BEFORE THE SERVICE

- ❑ The parade marshal will meet with the clergy and funeral director, as soon as these are known, to review the service and make necessary arrangements.
- ❑ The parade marshal shall determine the distance to be marched to and from the place of service and gravesite. Allowances for inclement weather should be included in these plans. A march of not less than 1/10 of a mile is appropriate in urban centres.
- ❑ If the distance to the cemetery is too far to march, the parade marshal will organize the transportation for a motorcade.
- ❑ The parade marshal should check the parade route, parking, and layout of the funeral home, place of service and gravesite.
- ❑ The entire service, parade route, etc., should be reviewed with platoon commanders the night before the service.
- ❑ If a large turnout is expected, such as for a full honours service, a muster point for the parade will be necessary. Schoolyards, gymnasiums, legion halls, etc., are appropriate. All those taking part in the

parade will be instructed to report there, where they will be formed up into platoons. The protocol officer will be responsible for the platoon assignments.

- ❑ The platoon will be the basic organizational unit for marching in a funeral procession. A platoon will consist of 24 persons, formed up in three ranks, as well as a platoon leader.
- ❑ Protocol and rank shall determine the composition of each platoon. Chiefs, deputy chiefs and municipal officials shall march together, as will junior officers and firefighters. A platoon commander of appropriate rank will lead them.
- ❑ When the platoon commander gives the command TO THE FRONT – SALUTE the entire platoon will salute as the casket passes in front of the place of service or at the gravesite.
- ❑ Columns of two ranks will only be used for a small funeral. The columns will consist of even numbers.
- ❑ When the burial is private the parade marshal may line the departure route on both sides of the street with uniformed members who will salute independently as the casket passes.
- ❑ The parade marshal shall determine which marching organization to use the night before the funeral. He/she will then inform his/her protocol officer who shall have responsibility for carrying out the decision.
- ❑ All fire stations that the funeral motorcade/parade will pass enroute to the cemetery will pay final respects. The district chiefs should be notified to make arrangements and notify the family of the deceased.

MOURNING

A firefighter or junior officer (depending on the rank of the deceased) should be assigned by the protocol officer as an escort to the spouse or next of kin. This individual should be selected for his/her courtesy and tact.

The escort will remain with the deceased's spouse or next of kin until the interment.

At the funeral home, the escort should be alert to introduce VIPs to the spouse or next of kin.

At the gravesite, the escort should be alert to any sign of distress from the spouse or next of kin. He/she will also accept the deceased's headdress, regalia, etc., from the insignia guard.

During the vigil, which is the guarding of the casket at the place of service, the casket will be placed parallel to the altar so that firefighters and other mourners can file by to pay their final respects.

Two firefighters will be posted to stand at attention at the head and foot of the casket during these final respects. The two men/women will keep their hats on; the other firefighters if wearing hats will pay their respects by saluting when passing the casket at the vigil. If hats are carried, the hat will be held over the heart as a sign of respect. The two mourning guards will be dismissed just prior to the service and by pre-arrangement with the funeral director, the casket will be turned at right angles to the altar before the service begins.

At the muster point (usually large funerals), the protocol officer will introduce VIPs to local department officers, municipal officials, etc.

INSIGNIA GUARD (ARRIVAL)

On arrival at the place of service, the parade marshal shall march the insignia guard to their positions beside the casket.

On command, the guard will turn to face the casket and begin their respective evolutions.

The headdress bearer (position 2) will step forward and gently place the cushion with the deceased's uniform cap or helmet on the casket. He/she will then step back and stand at attention.

The medal bearer (position 1) then steps forward and gently places the deceased's orders, decorations and medals on the casket. He/she will then step back and stand at attention.

When the third guard (position 3) has stepped back, the three members of the guard will cross their hands in front (right over left). The parade marshal will then salute, which is the signal for three guards to gently bow their heads in respect. They will remain in the position until the end of the service.

For a full honours ceremony only: When the coffin is draped with a flag, the first bearer will stay in position. After the placing of the headdress and medals the third bearer will step forward and place a flag on top of the casket, forward of the headdress and insignia.

Together with the first bearer, in alternative movements, they will partly unfold the flag over the casket.

That done, the two bearers will step back, as previously described. The parade marshal will then salute, which will be the signal for the three guards to gently bow their heads. They will remain in this position until the end of the service.

After the guards bow their heads, the parade marshal shall make an about turn and march out the centre aisle.

INSIGNIA GUARD (DEPARTURE)

After the service, the clergy will move forward down the centre aisle to halt in a position in line with the sixth pew.

At this point, the insignia guard will gently raise their heads and reverse their evolutions.

The headdress bearer (position 2) begins the sequence by stepping forward to collect the cushion with the uniform cap or helmet from the casket. He/she will then step back.

GUARD OF HONOUR (HONORARY PALLBEARERS)

The guard of honour consists of eight members and normally comprises fire department personnel, but it may include civic dignitaries or family friends. They are selected by the chief of the department in consultation with the funeral committee and the next of kin.

On arriving at the place of service, the guard of honour is escorted by ushers to reserved seats, which are at the left front facing the altar.

After the service the clergy leads the funeral procession out. The guard of honour will follow behind the clergy, to form up outside the place of service in two ranks, four paces apart, facing inward.

The guard of honour will salute until the casket is carried through their ranks. They remain at the salute until the casket is placed in the hearse (general service) or on the fire department pumper (full service honours).

When the casket has been placed in the hearse or on the pumper, the guard of honour shall turn outward facing the hearse or pumper and move in slow time to their positions.

PALLBEARERS

The pallbearer party will consist of an officer and up to eight other fire department members. All pallbearers should be approximately the same height. All members of the bearer party will wear their hats when carrying the casket.

Together with the funeral director, the officer in charge will be responsible for:

a. The safe transport of the casket.
b. Ensuring a dolly is available at the place of service entrance so the casket can be set on the dolly and pushed to the front of the place of service.
c. Dressing the casket at all locations.
d. In the case of full honours service, attaching the flag to the casket.
e. Ensuring the casket is placed properly, i.e., sited at right angles to the altar with the head towards the clergy.

When the casket is moved from the funeral home to the place of service, and from the place of service to the gravesite, commands shall be given in a low voice (only loud enough for the pallbearers to hear clearly). When carrying the casket the pallbearers will grasp the handles with both hands so that if positioned on the left side the left hand will be forward and if on the right side of the casket the right hand will be forward. The casket is always carried feet forward, except when it is taken off the hearse or pumper to be placed over the grave.

Typical commands for the pallbearers are:

a. "Prepare to lift." "Lift."
b. "For-ward"
c. "Prepare to halt." "Halt."
d. "Prepare to lower." "Lower."
e. "Prepare to release." "Release."

The pallbearers sit in front pews behind the guard of honour.

The clergy leads the procession in and out of the place of service, and the officer in charge is always at the rear of the casket.

After the service, the casket is pushed down the central aisle to the place of service entrance, where it is lifted off the dolly and carried to the hearse or pumper.

The bearer party then moves to the transport assigned to take them to the cemetery.

Following the departure of the next of kin, the parade marshal shall then dismiss the parade, which will reboard transportation for return to the muster point and the reception.

THE GRAVESITE

The Insignia Bearers

a. On arriving at the gravesite, the insignia bearers will pick up their respective items and step back and await the casket's removal. Then they follow the casket to the gravesite.
b. When the casket is placed on the grave, the insignia bearers will repeat their place of service ceremony, then step back, salute, and take up a position beside the honorary pallbearers.

Guard of Honour (Honorary Pallbearers)

a. On arriving at the gravesite, they proceed to the hearse or pumper in the same order as when the transfer of the casket took place.
b. They will salute as the casket is removed from the hearse or pumper.
c. Under command of the officer in charge of the bearer party, they will then march off in slow time to the gravesite.

Next of Kin

Next of kin shall stand opposite the honorary pallbearers. Chairs should be available for the spouse and elderly members of the next of kin in case they are overcome by grief.

Platoons/Columns (If Attending the Gravesite)

a. The platoons will exit from their transport at the cemetery.
b. Under command of the parade marshal, they will form up in platoons (or columns) and march in slow time to the gravesite.
c. At the gravesite, they will position themselves according to rank: senior and junior officers behind the next of kin, men/women facing the next of kin behind the honorary pallbearers.
d. At the end of the gravesite service the parade marshal will dismiss the formation who will reboard their transports and return to the original muster point for the post service reception.

Following Last Rites

If the casket has been draped with a flag the parade marshal shall order the insignia guard to FOLD – FLAG. (See Flag Etiquette.) The parade marshal shall then present the folded flag to the chief of the department. The chief will hold the folded flag horizontal to the ground, right hand on top and the left hand on the bottom with the fingers closed together.

The chief of the department will step forward and offer his/her condolences and ask the spouse or next of kin to accept the folded flag on behalf of the municipality in recognition of the service and dedication to the community of the deceased. After the presentation, the chief will take one step back and salute the flag.

While this is taking place, the parade marshal shall march the insignia guard around the grave to the family.

The parade marshal shall also offer brief condolences and will then introduce each member of the insignia guard as they hand the deceased's accoutrements to the spouse's escort or as desired by the family.

The parade marshal will then march the insignia guard back to their original positions.

THE POST SERVICE RECEPTION

Following the burial, refreshments should be made available. The original muster point is often the most appropriate site.

The availability of refreshments will be announced at the muster point before the parade sets off.

It must be remembered that following the funeral, the department and fire service are still on public display and are judged by the actions and behaviour of their individual members. The best impression can only be shown when firefighters maintain a proper sense of decorum, proper manners and control.

The parade marshal and protocol officer will ensure VIPs are escorted during the post service reception and are introduced to the chief of the department who will in turn introduce them to the senior members of the department and to the deceased's family.

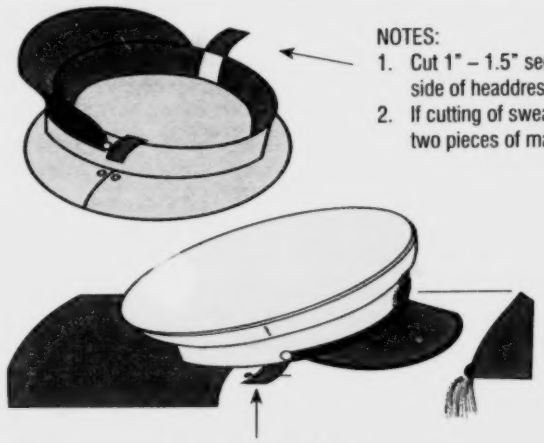
THE MEDIA

If the department has a public relations officer, this person should be included in the funeral's planning sessions.

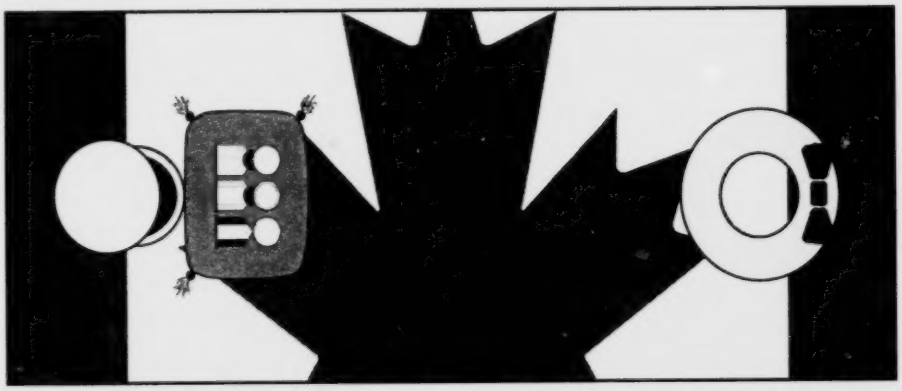
The media may be interested in the funeral, particularly if it is a full honours ceremony. The public relations officer should obtain photographs of the deceased and prepare either a complete obituary for release or a fact sheet about the deceased. These could be made available to media attending.

A media table should be available and plainly marked at the muster point. The protocol officer should direct any media enquiries to the public relations officer.

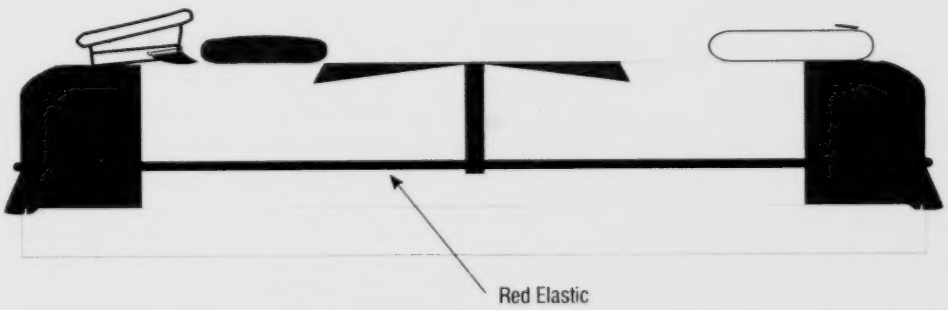
If possible, the public relations officer or the official department photographer should discreetly photograph and/or video record the entire ceremony. These photographs will be useful for the official department scrapbook, to improve future ceremonies, and, if requested, for the family of the deceased.


NOTES:
1. Cut 1" – 1.5" section of sweatband on each side of headdress forming a tab.
2. If cutting of sweatband might offend NOK, pin two pieces of material to the headdress.
Fasten each tab to flag using straight pin

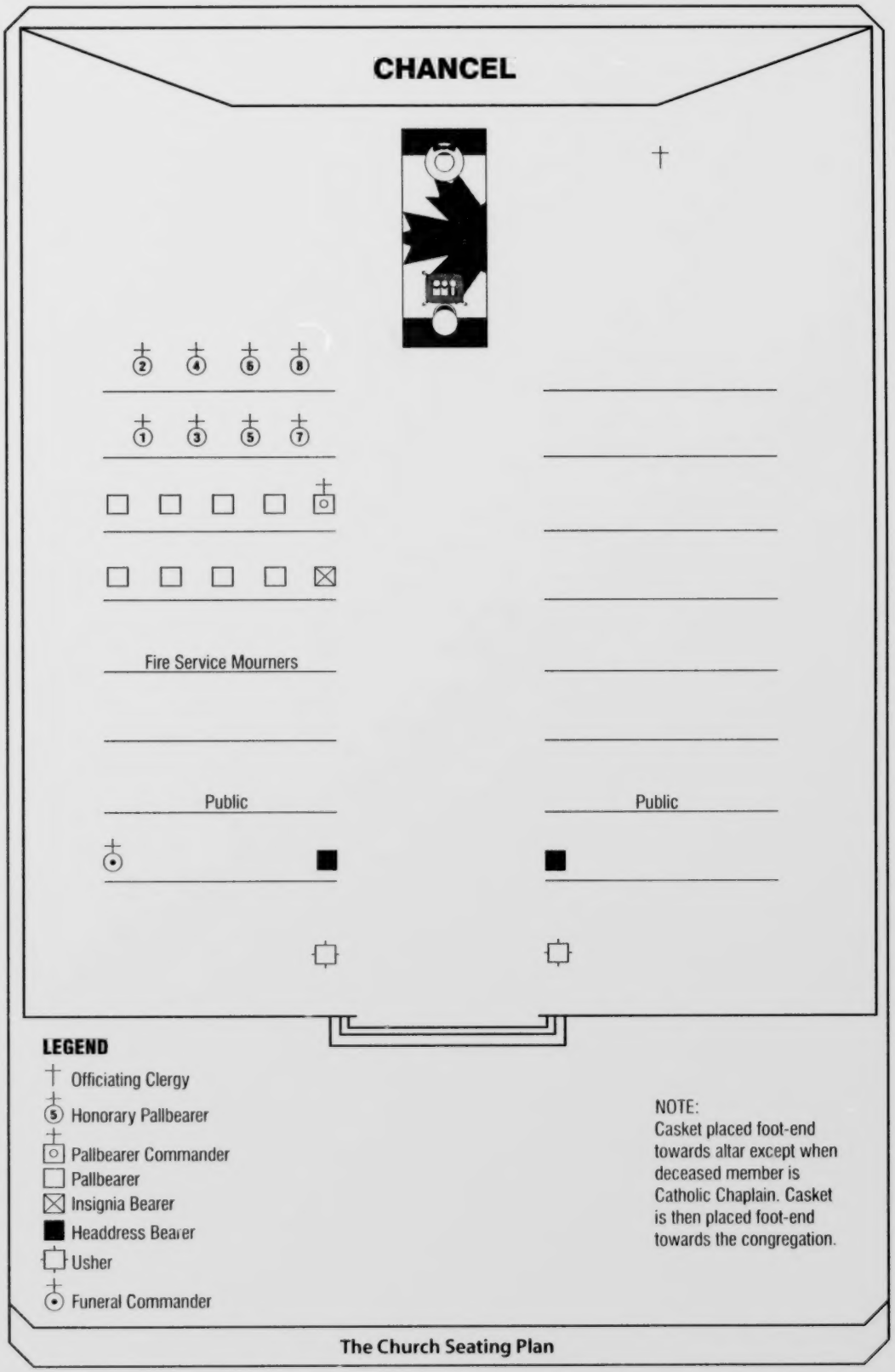
Fastening Headdress to Casket



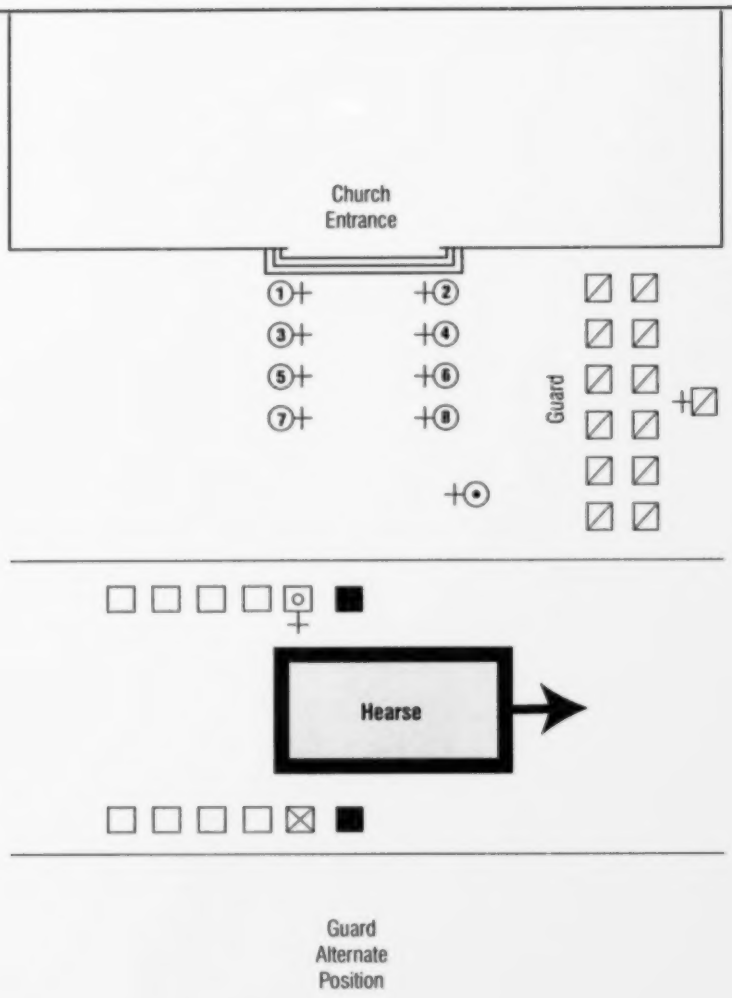
Casket Dressed - Top View



Casket Dressed - Side View



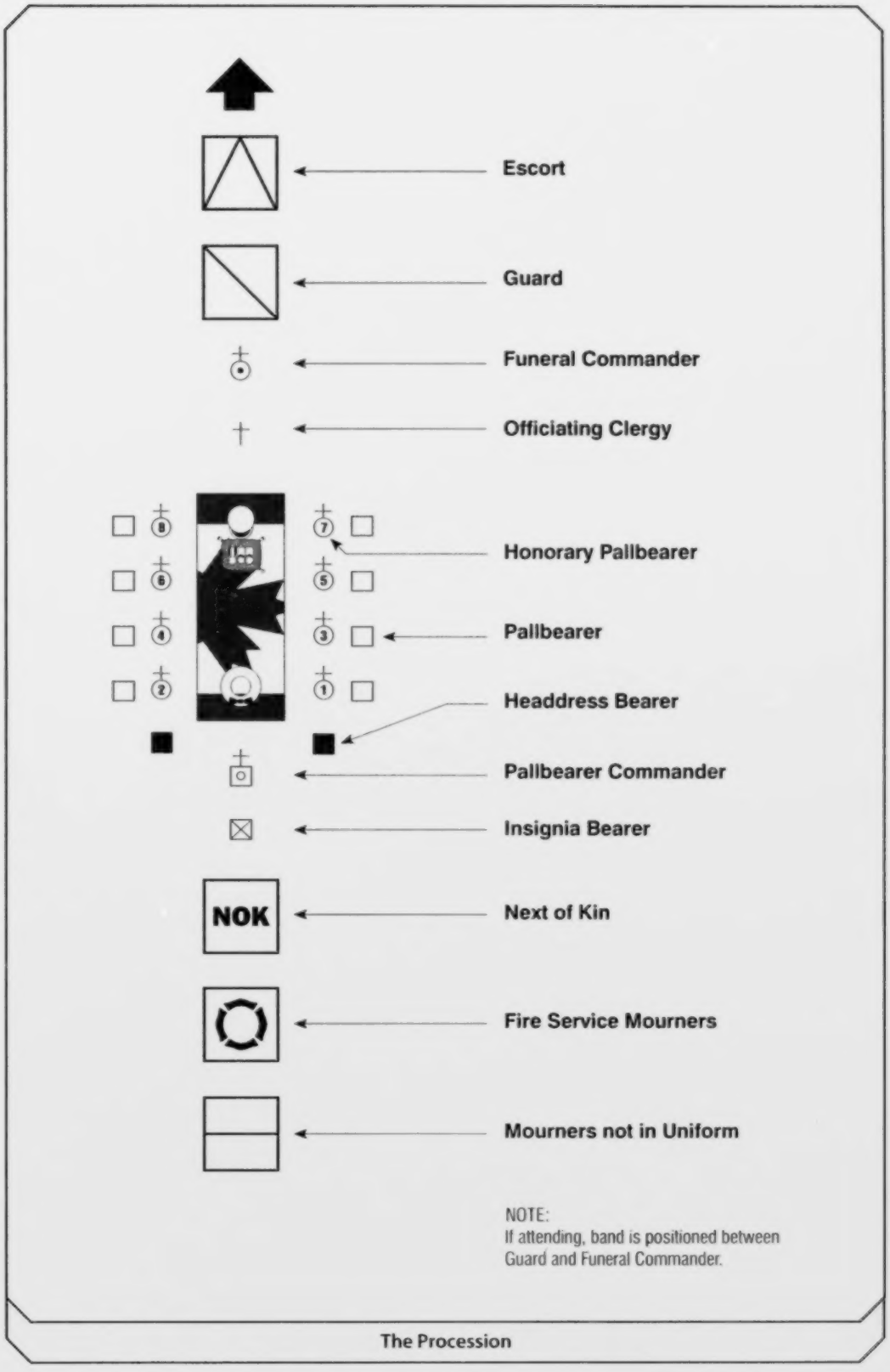
The Church Seating Plan



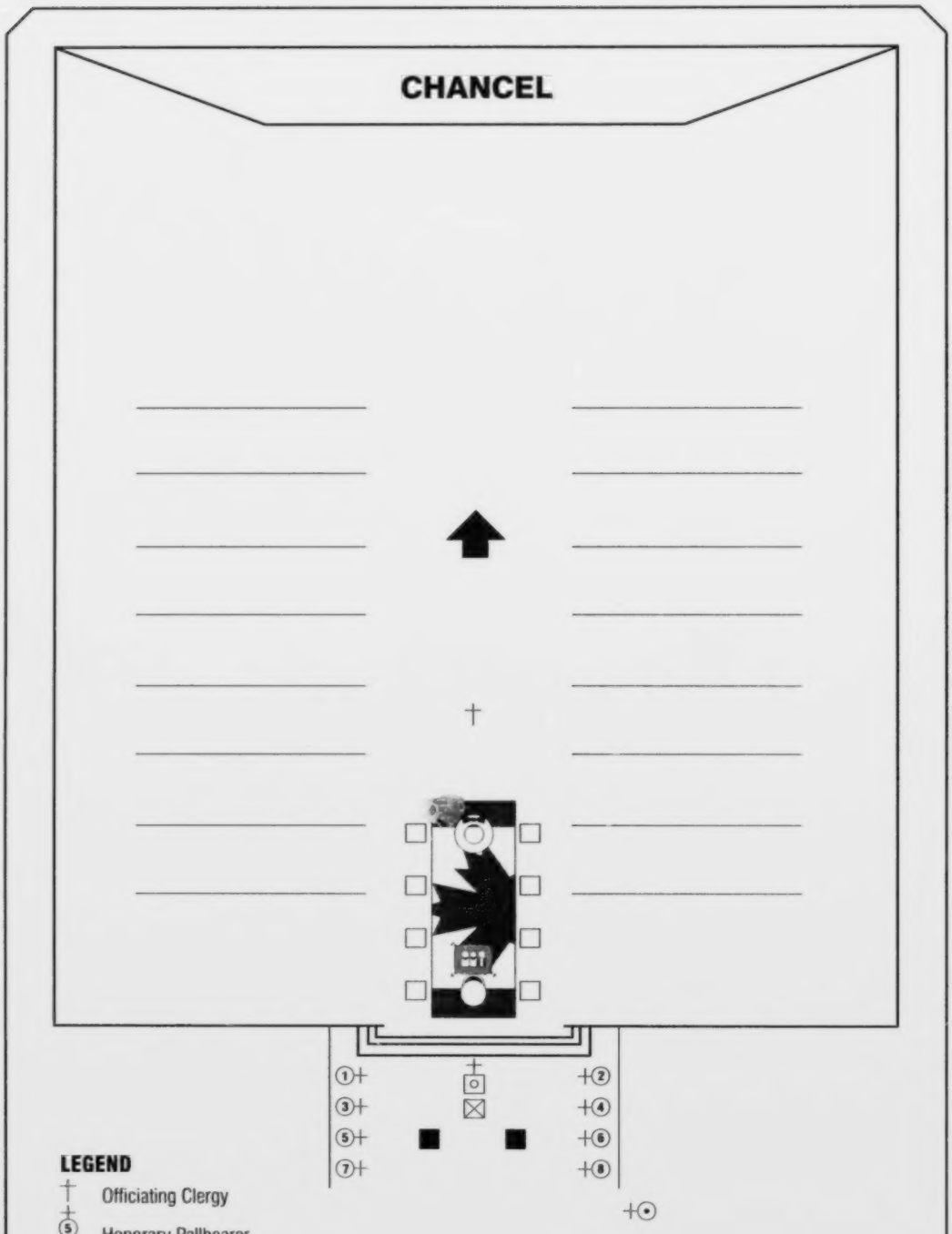
LEGEND

- Funeral Commander
- Pallbearer Commander
- Guard Commander
- Honorary Pallbearer
- Guard
- Pallbearer
- Insignia Bearer
- Headdress Bearer

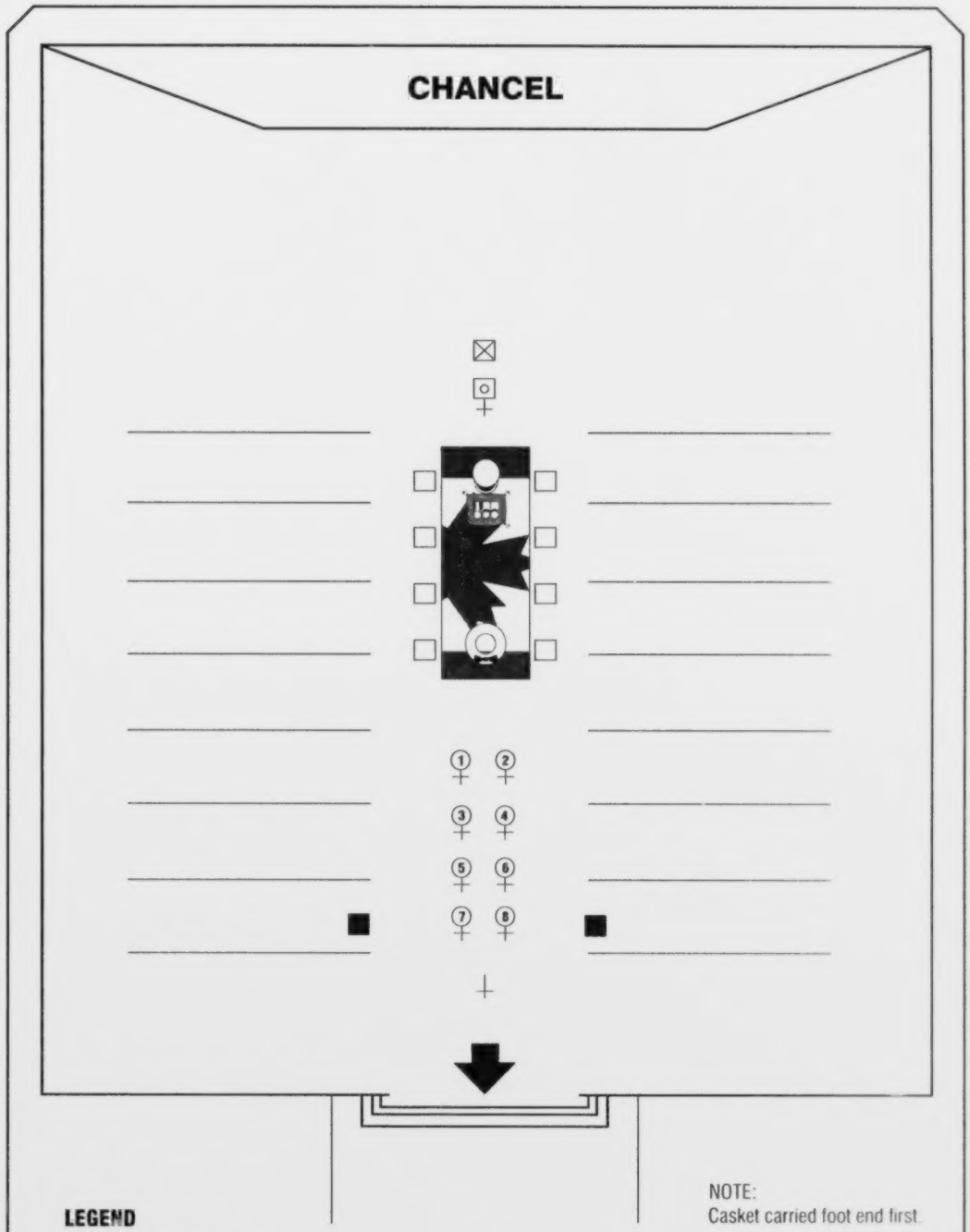
Formation Prior to Entering Church



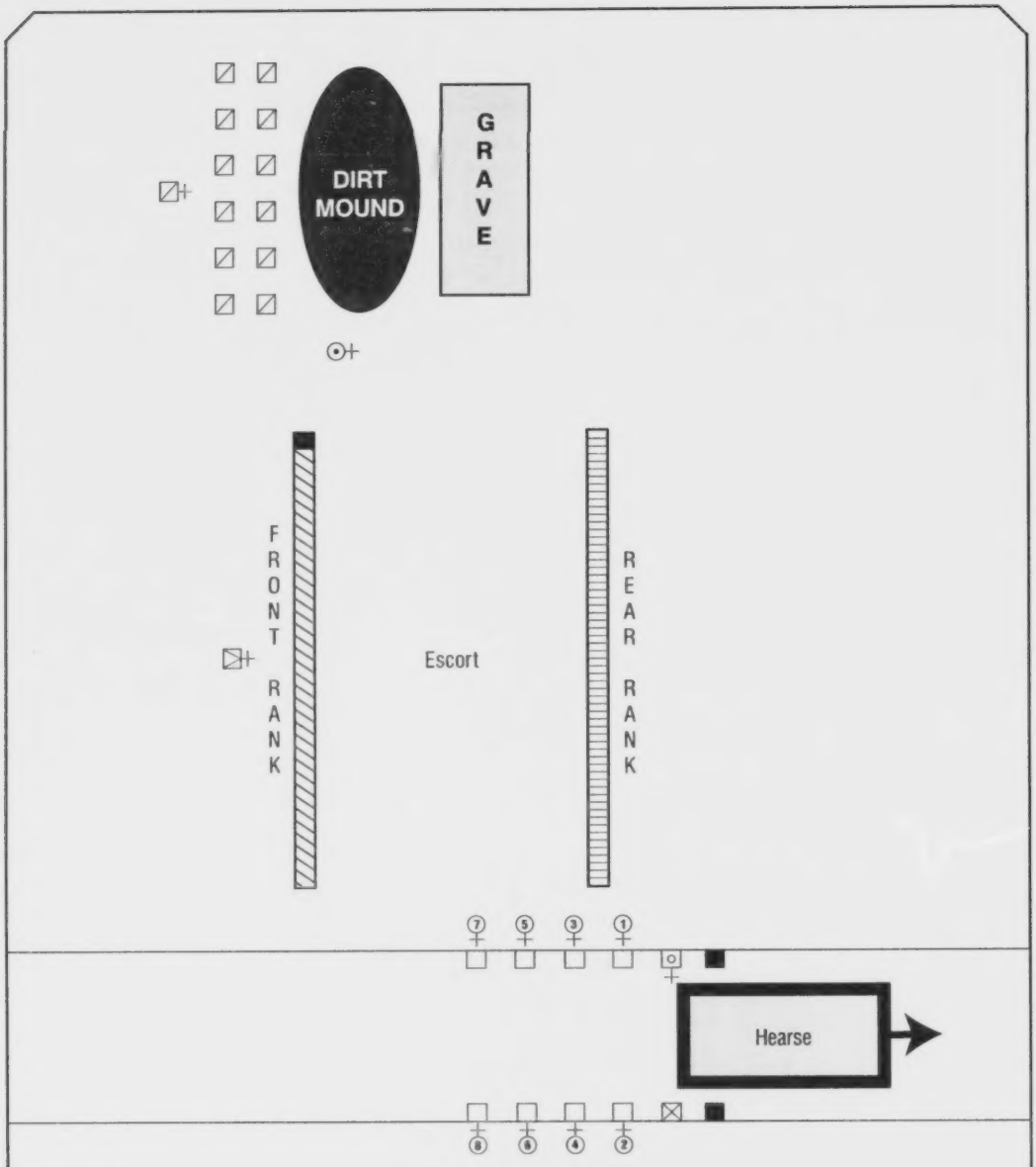
The Procession



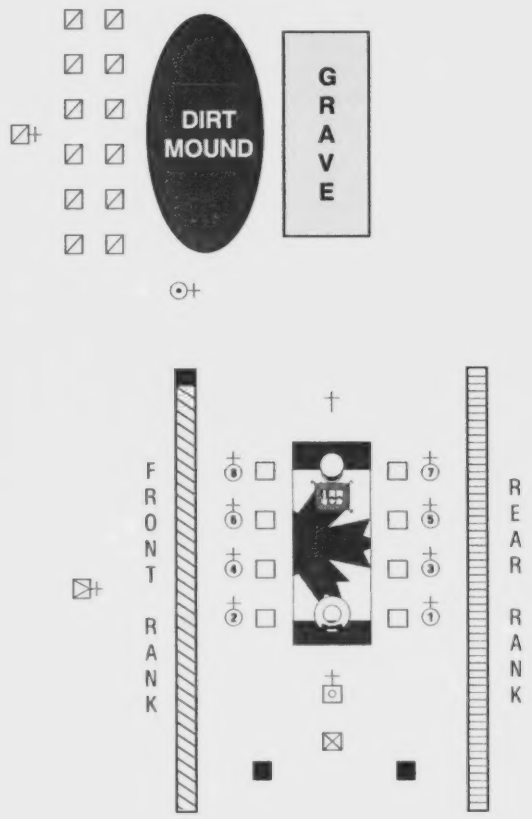
Procession Entering the Church



Procession Exiting the Church



Graveside Formation on Arrival of Hearse

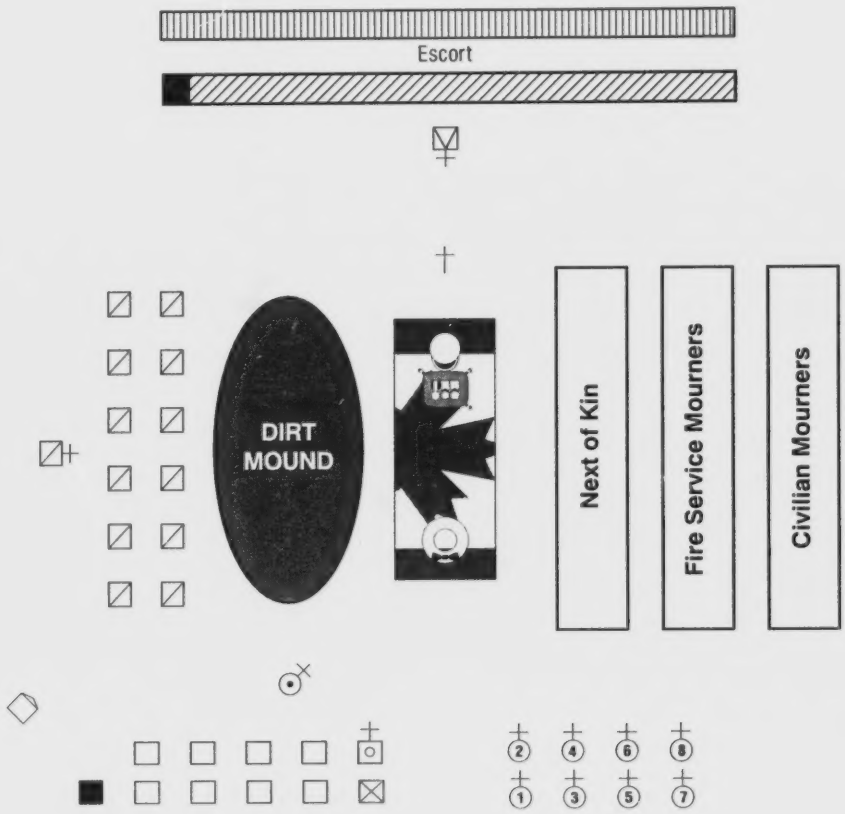


LEGEND

- Funeral Commander
- Escort Commander
- Pallbearer Commander
- Guard Commander
- Honorary Pallbearer
- Guard
- Pallbearer
- Insignia Bearer
- Headdress Bearer

NOTE:
Casket carried head first.

Graveside Formation from Hearse to Grave



LEGEND

- Funeral Commander
- Escort Commander
- Pallbearer Commander
- Guard Commander
- Honorary Pallbearer
- Guard
- Pallbearer
- Insignia Bearer
- Headdress Bearer
- Musician

NOTE:
Positions of all personnel will be reversed if dirt mound is on opposite side of grave (escort excluded).

Graveside Formation - All Participants in Position

NOTIFICATION OF DEATH OF A FIREFIGHTER

THIS FORM SHOULD BE FORWARDED TO OFM FIRE PROTECTION ADVISOR WITHIN 24 HOURS

Name of Deceased: _____

Rank: _____ Years of Service: _____

Fire Department: _____

Was This Line of Duty? Yes ___ No ___

Date of Funeral: _____

Location of Funeral: _____

OFM Assistance Required? Yes ___ No ___

OFM Funeral Kit Required? * Yes ___ No ___

OFM to Notify Fire Service? Yes ___ No ___

Do You Have Protocol Manual? Yes ___ No ___

Circumstances of Death:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

* Kit includes Canadian flag, provincial flag, cushion for medals, red elastic, black arm bands for pallbearers, wreath, white gloves for pallbearers, and protocol manual if needed.

FUNERAL COMMANDER'S CHECKLIST

General Information of Deceased

SN _____ Rank _____ Name _____ Init ___

Religion _____ Unit/Base _____

Place of Death _____ Date of Death _____

Name of NOK _____ Relationship to Deceased _____

Address of NOK _____

Information to be Obtained from Assisting Officer

Rank & Name of Assisting Officer _____ Ph _____

Name of Funeral Director _____ Ph _____

Address of Funeral Home _____

Does deceased have any decorations/medals? Yes / No
(Ensure Assisting Officer advised to obtain medals and/or deceased member's service headdress and deliver to funeral home for placement on casket.)

Does NOK wish a photographer? Yes / No
(If no, photographer must be briefed not to take photographs of gravesite until conclusion of burial service.)

Information to be Obtained from Director of Funeral Home

Location of Funeral Service _____

Date of Funeral Service _____ Time _____

Location of Cemetery _____

Date of Burial Service _____ Time _____

Name of Officiating Clergy _____ Ph _____

Is casket equipped with six individual handles or two full length handles? _____
(This will affect whether six pallbearers or eight are required.)

When is it convenient to place flag, etc., on casket? _____
(Normally done by Funeral Commander prior to visitation period.)

Is chapel aisle wide enough for pallbearers to carry casket? Yes / No
(If not, arrange with Funeral Home Director to have his/her staff push casket forward as per order of march described in these instructions.)

FUNERAL COMMANDER'S CHECKLIST

General Checklist for Funeral Commander

Units/Sections tasked for funeral parade personnel as required? _____

Rehearsals arranged and key personnel (e.g., Bearer, Commander, etc.) briefed on duties? _____

Survey or inspection of all areas scheduled/completed, including routes? _____

Flag ordered for casket 135 x 270 cm (4.5' x 9') and write-off action taken? _____

Meals arranged and accompanied by nominal roll? _____

Trumpeter/Piper booked? _____

Mourning bands available? _____

Black cushion for medals if applicable? _____

Route card (if required) for drivers? _____

Transportation ordered? (Bus, staff car, carry-all) _____

All participants briefed on dress? departure point? time? _____

Half-masting of flag at headquarters (if applicable)? _____

Miscellaneous item _____

Miscellaneous item _____

Miscellaneous item _____

Notes

_____

_____

_____

_____

_____

_____

_____

_____

_____

PART 6

RETIREMENT DINNERS AND OFFICIAL FUNCTIONS

For formal and semi-formal dinners there are a number of steps of protocol that should be followed. These, of course, may be modified to accommodate special circumstances.

1. In general, a dinner is preceded by a cocktail reception of one-half hour to one hour in duration. Guests are then asked to move to their tables, followed by the head table guests. Guests are often asked to rise for the entrance of the head table guests. If a piper is available the head table guests may be piped to their table.

2. The chairperson for the dinner introduces himself/herself then makes a short welcoming statement, usually one or two minutes in length. The chair then calls on a person to say grace. Dinner is then served.

3. On less formal occasions, usually a luncheon, the toast to the Queen is made after the grace and before the meal. Any member may propose the toast.

4. All other toasts follow the dinner. The best time for the toasts is after the dessert has been served and the wineglasses have been filled.

5. The first toast is to the Queen. The chair gains the attention of the dinner guests and then calls on a member by name and rank to propose the toast. The person assigned to propose the toast will rise and in a strong voice say, "Ladies and gentlemen, would you please rise and join me in a toast to Her/His Majesty." When the guests have risen and the room is quiet, the speaker will say, "The Queen/King of Canada." The guests will raise their glasses and say, "The Queen/King." The guests then take a sip from their glasses. If a person is not drinking wine then the toast may be made with water. If a guest's glass is empty, as a gesture that person should pretend to drink. After the toast the glasses are lowered to the table and the assembly is seated.

6. When foreign head table guests are present, it is appropriate to toast the head of state of the foreign guest. When foreign guests are present who are from countries belonging to the British Commonwealth and where the Queen/King is considered the head of state the Loyal Toast to the Queen will suffice. In this case the speaker would say, "Her/His Majesty Queen/King of Canada, Head of the Commonwealth." The guests would respond by saying, "The Queen."

7. If the dinner is honouring a particular person, a toast may be made to that person. With the following modifications, the above guidelines apply. When an individual is being toasted, the guests should stand and raise their glasses and look the individual in the eye and nod their heads

in a sort of bow before sipping. If two people are being toasted, the guests will raise their glasses and look at the first one and then at the other before sipping.

8. The honoured guest(s) receiving the toast may stand and say a few brief words of thanks.

9. It should be noted that a toast should never be off-colour or belittle any person or organization. A toast can be amusing; however, a toast should build a person up and not make fun of him/her. As well, a toast is not the time to make serious political statements nor is it a time for philosophizing.

10. It is polite to turn to each of your immediate dinner partners separately, raising your glass and nodding, and then sipping at the conclusion of the first toast of the evening.

11. If anyone else attending the function wishes to make a toast they should ask permission of the dinner chairperson beforehand.

12. Following the toasts, if there are speeches or presentations, the chair may wish to call for a ten- or fifteen-minute refreshment break or intermission. It is better to allow this break than to have a steady stream of people leaving and returning to their tables. Such a break should be announced in the programme.

13. On the return of the guests to their tables and before the speeches or presentations begin, the chair will introduce the head table guests and acknowledge any other notable persons present. If one of the head table guests is to make a speech, he/she is only introduced by name, rank or title with the other head table guests and then introduced more formally or in more detail just before being called upon to speak.

14. Guests are expected to remain at the dinner until the head table guests officially leave. However, personal circumstances may require a person to leave earlier. Such departure should be made quickly and quietly. At the conclusion of the dinner, the chair will ask the guests to rise for the departure of the head table guests. After allowing the head table guests to leave, the dinner is concluded.

15. When selecting a chair for a dinner or other function, the person chosen should have a strong speaking voice and be comfortable as the host or hostess. Rank or position within the organization is not as important when selecting the chair.

16. In addition to the chairperson, each function should have a coordinator who will act as the contact person in the pre-planning stage.

17. When the lieutenant governor or an honorary fire chief is a guest at the function he or she is the last to arrive at the event and the first to leave. Requests to invite special guests should always be made through the office of the fire chief.

PART 7

BASIC DRILL

ACKNOWLEDGEMENT

The following basic drill and ceremonial material is an extract from the Canadian Forces Manual of Drill and Ceremonial (A-PD-201-000/PT-000) dated 2001-05-15. Only those sections pertaining to drill performed by the fire service have been included. Except for the figures in Figure 1-1-1, all references to ranks of the Canadian Forces have been replaced with those of the fire service.

GENERAL

PURPOSE

1. This publication provides guidance and establishes uniformity for drill and ceremonial throughout the Ontario Fire Service. Since this information is taken directly from the Canadian Forces Drill Manual please replace military ranks and formation with ranks and formations of your fire department.

AIM

2. The aim of drill and ceremonial is to contribute to the operational effectiveness of the fire service by:
   a. ensuring that the firefighters efficiently march and manoeuvre together as one in duty and routine; and
   b. promoting discipline, alertness, precision, pride, steadiness and the cohesion necessary for success.

3. Drill is the basis of all teamwork.

INSTRUCTION TECHNIQUES

4. **General**. The instructor must continually work to improve the standard of instruction. The techniques in this article shall be adhered to, thus ensuring the success of the drill instruction.

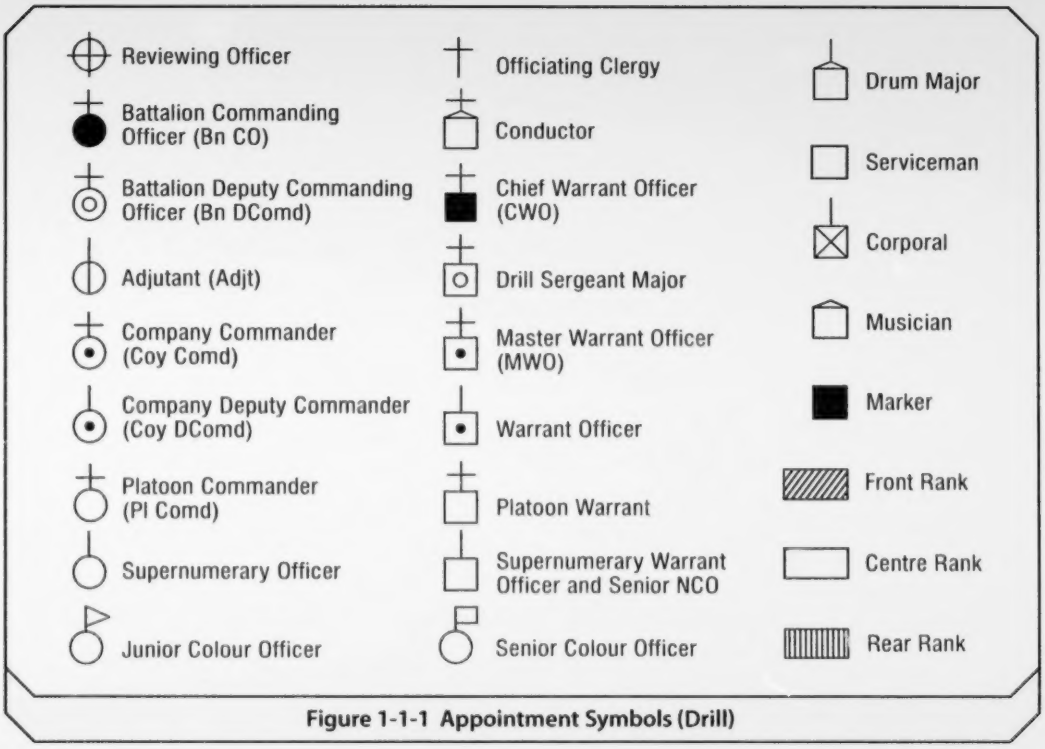


Figure 1-1-1 Appointment Symbols (Drill)

5. **Instructor's Appearance and Bearing**. Since example is imitated, the instructor's appearance and bearing must be of the highest standard. When conducting drill instruction, the instructor shall stand at attention unless it is necessary to demonstrate or to check an individual. The instructor shall execute all movements correctly and smartly.

6. **Demonstrations**. Demonstrations shall be planned so that the squad can see the position or movement. All demonstration shall be correct. Excessive demonstration is a common fault and shall be avoided.

7. **Checking**. Constant checking and correcting of all faults is essential. Faults shall be corrected immediately after they occur.

WORDS OF COMMAND

8. Good drill depends on properly delivered words of command. They are to be pronounced clearly and distinctly, with confidence and determination, since they convey an order, which is to be promptly obeyed.

9. Words of command are divided into:
   a. cautionary commands; and
   b. executive commands.

10. The cautionary command warns of the movement to be performed and shall be given first. The cautionary command may include additional instructions such as ADVANCE, RETIRE, etc. The executive command serves as the signal for the movement to be carried out. Throughout this manual, words of command are printed in capital letters. A dash separates the cautionary from the executive portion of the command, e.g., RIGHT IN – CLINE.

11. As a guide, the cautionary command should be drawn out over at least two paces of quick time and the interval between the cautionary and executive commands should be two paces. The pause will be as consistent as possible.

12. AS YOU WERE shall only be ordered when another word of command cannot be used to have a squad adopt a previous position or to cancel an incorrect order before it has been completed.

13. The following are examples of correct words of command:
    a. SQUAD, MOVE TO THE RIGHT IN THREES, RIGHT – TURN, BY THE LEFT, QUICK – MARCH;
    b. NO. 1 PLATOON, AT THE HALT, ON THE LEFT, FORM PLA – TOON;
    c. COMPANY, ON THE LEFT, INTO CLOSE COLUMN, FORM PLA – TOONS; and
    d. BATTALION, MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT – TURN.

14. Personnel fall in on parade in line, with their front rank remaining the same until dismissed. The cautionary commands ADVANCE and RETIRE indicate a turn or movement in the direction of the front or rear rank (see also Words of Command, page 66).
    Thus:
    a. SQUAD RETIRE, RIGHT – TURN, for a squad halted or moving to the right in threes and required to turn to the right;
    b. SQUAD ADVANCE, RIGHT – TURN, for a squad halted or moving to the left in threes and required to turn to the right;
    c. SQUAD RETIRE, ABOUT – TURN, for a squad advancing and required to turn about; and
    d. SQUAD, MOVE TO THE LEFT, RIGHT – TURN, for a squad retiring and required to turn to the left flank.

15. SQUAD ADVANCE (RETIRE) is used whenever turning into line. After every turn, the directing flank is given BY THE LEFT (RIGHT).

STANDARD PAUSE

16. The standard pause between each drill movement is two beats of quick time.

17. In the early stages of training, the squad shall call out the time when executing drill movements.

18. To warn the squad that the time is to be called out, the instructor will precede the command for the movement with the cautionary command CALLING OUT THE TIME. For example, on the command CALLING OUT THE TIME, RIGHT – TURN, the squad:
    a. executes the first movement of the turn on the executive order and simultaneously calls out "One";
    b. after completing the first movement, calls "Two", "Three" while observing the standard pause; and
    c. when executing the final movement, calls out "One".

19. After completing a movement on the march, a recruit squad shall call the step for three paces; e.g., on quick march, "Left-Right-Left".

MECHANICAL TRAINING AIDS

20. **Drums**. A drum may be used to sharpen the execution of foot drill exercises at the halt, to beat the time for personnel who are learning to judge correct timings and to beat the cadence.

21. **Metronome**. A metronome is an instrument that emits an audible sound and can be adjusted to indicate the cadence for various movements. It may be used by the instructor to establish and maintain the correct cadence. It is especially useful when used in conjunction with the drum. The accuracy of the metronome should be checked frequently with a watch.

22. **Pace Sticks**. A pace stick is used by a drill instructor or monitor to measure distance, interval and length of pace on the march.

INSPECTION

23. Inspections shall be carried out at the open order.

24. Ranks shall be dressed after completing the move to open order and before the inspection. They may also be dressed after moving to close order.

25. The inspecting officer will normally inspect the front and rear of each rank, commencing at the right flank of the front rank and proceeding in an counter-clockwise direction around each rank in turn. A supernumerary rank should normally not be inspected.

26. If a band is in attendance it may be inspected, though this is not usual unless it is an integral part of the unit on parade.

27. Ranks are inspected in the position of attention. Ranks not under inspection at the time may be ordered to stand at ease. Similarly, during the inspection of one unit or sub-unit, other units or sub-units not under inspection at the time may be ordered to stand at ease.

28. During an inspection, an individual ordered to adjust clothing or equipment shall do so immediately, maintaining position within the ranks. After the adjustment is finished, the position of attention will be resumed.

29. The inspection of an individual shall commence at the head and work down to the feet to ascertain that the service member:
    a. is properly equipped for the parade, with clothing and equipment clean and in good repair;
    b. is properly dressed, with all clothing, badges, ribbons, etc., worn correctly; and
    c. has high standards of personal hygiene and grooming, e.g., hair at correct length, shaved and washed.

FUNDAMENTALS OF FOOT DRILL

30. The individual who consistently maintains perfect balance on the completion of movements demonstrates:
    a. quick reflexes;
    b. steadiness;
    c. physical control of the body;
    d. mental alertness; and
    e. mastery of the basic skills.

31. Constant checking during all phases of training must be stressed to ensure the individual's attention to proper bearing.

Basic Skills

32. The basic movements of foot drill are performed as follows:
    a. "**Bend the __ knee.**" One leg is kept braced with the foot firm and flat on the ground by applying pressure to the toe and the ball of the foot. The opposite knee is bent to the front of the body so that the toes hang directly below at a natural angle. The foot is raised 15 cm clear of the ground in quick time and during movements at the halt; the thigh is raised parallel to the ground for all movements executed in slow time.
    b. "**Straighten the __ leg.**" The leg is straightened to the ground by forcing the toe down so that the impact is taken on the ball of the foot.
    c. "**Shoot the __ foot forward.**" One leg is kept braced with the foot on the ground. The other foot is shot forward with the knee braced, ready to carry the weight of the body forward.
    d. "**Shift the weight to the __.**" Body weight is shifted by transferring the weight onto the ball of the foot being straightened to the ground and the balance is maintained by placing the foot flat and firm.

33. The phrase "Place the foot flat on the ground" means place the foot naturally on the ground without slapping or exaggeration.

SQUAD DRILL AT THE HALT

FORMATION OF A SQUAD

1. As soon as practicable after arrival at the recruit training establishment, recruits shall be instructed on squad formations. These formations are essential to maintaining control and ensuring uniformity throughout recruit training.

2. On the command FORM UP IN SINGLE (TWO) (THREE) RANKS – MOVE, all persons so ordered will:
    a. assume the position of attention;
    b. observe the standard pause;
    c. stepping off with the left foot, march forward towards the instructor; and
    d. the first individual approaching the instructor will halt three paces directly in front, and the remainder will cover him/her and/or fall in on his/her left at arm's-length intervals in accordance with Figure 2-1.

3. The instructor shall decide what formation to use. As a guide, a squad of:
    a. five or fewer form a single rank;
    b. six to nine form up in two ranks; and
    c. ten or more form up in three ranks.

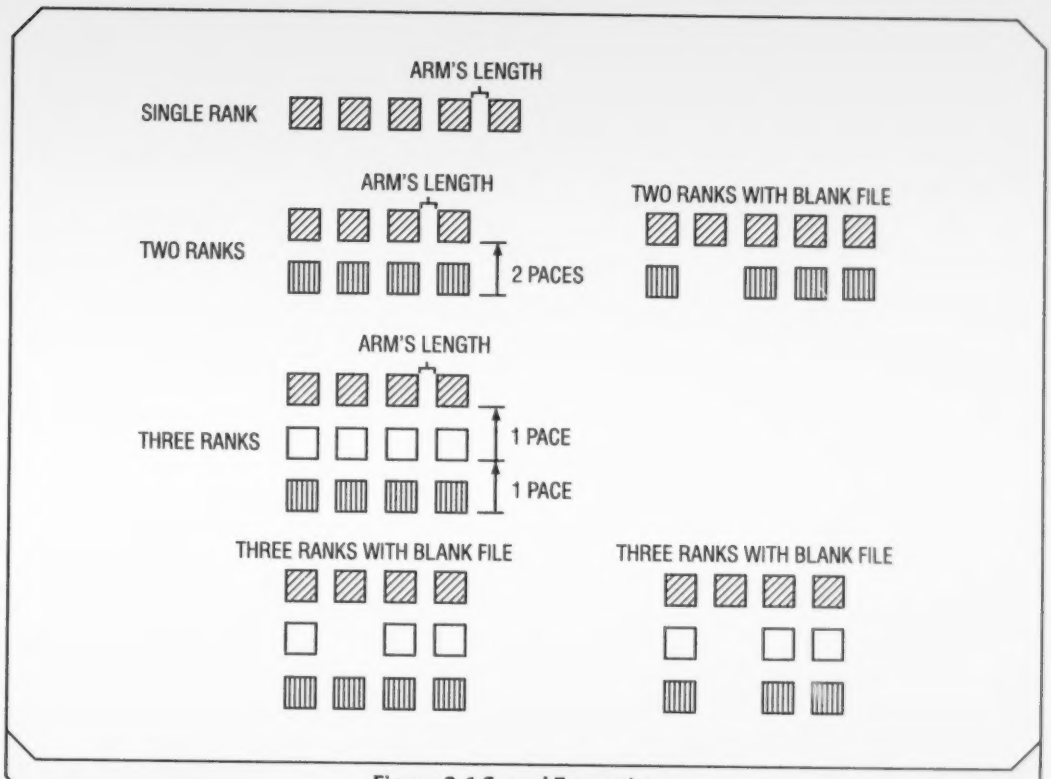


Figure 2-1 Squad Formations

POSITION OF ATTENTION

4. The position of attention is one of readiness for a word of command. Alertness and exactness in this position is important, and therefore personnel should not be kept at attention longer than necessary.

5. The position of attention is the position adopted by all when addressing a superior.

6. The position of attention is as follows (Figure 2-2):
   a. heels together and in line;
   b. feet turned out to form an angle of 30 degrees;
   c. body balanced and weight distributed evenly on both feet;
   d. shoulders level, square to the front;
   e. arms hanging as straight as their natural bend will allow, with elbows and wrists touching the body;
   f. wrists straight, the back of the hands outwards;
   g. fingers aligned, touching the palm of the hand, thumbs placed on the side of the forefinger at the middle joint with the thumbs and back of the fingers touching the thighs lightly and the thumbs in line with the seam of the trousers; and
   h. head held erect, neck touching the back of the collar, eyes steady, looking their height and straight to the front.

7. No part of the body should be strained.

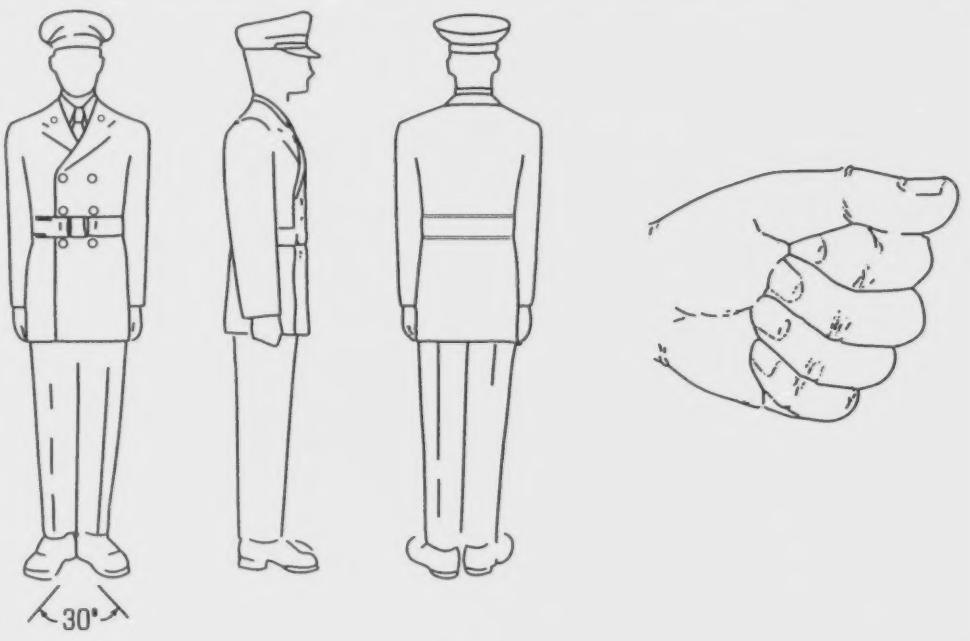


Figure 2-2 Position of Attention

POSITION OF STAND AT EASE

8. The position of standing at ease is an intermediate position between attention and standing easy. It allows no relaxation but can be maintained without strain for a longer time than the position of attention.

STAND AT EASE FROM ATTENTION

9. On the command STAND AT EASE BY NUMBERS, SQUAD – ONE, squad members bend the left knee (Figure 2-3).

10. On the command SQUAD – TWO, squad members shall:
    a. carry the left foot to the left, straightening it in double time, and place it smartly flat on the ground with the inside of the heels 25 cm apart;
    b. simultaneously, with a quick motion, bring the arms behind the back, stretched to their full extent, and place the back of the right hand in the palm of the left, with thumbs crossed right over left, the fingers together and extended; and
    c. balance the body with the weight evenly distributed on both feet.

11. On the command STAND AT – EASE, the two movements are combined.

STAND EASY

12. The position of stand easy is ordered when it is desirable to permit troops to relax. This command is only given when the squad is in the position of stand at ease.

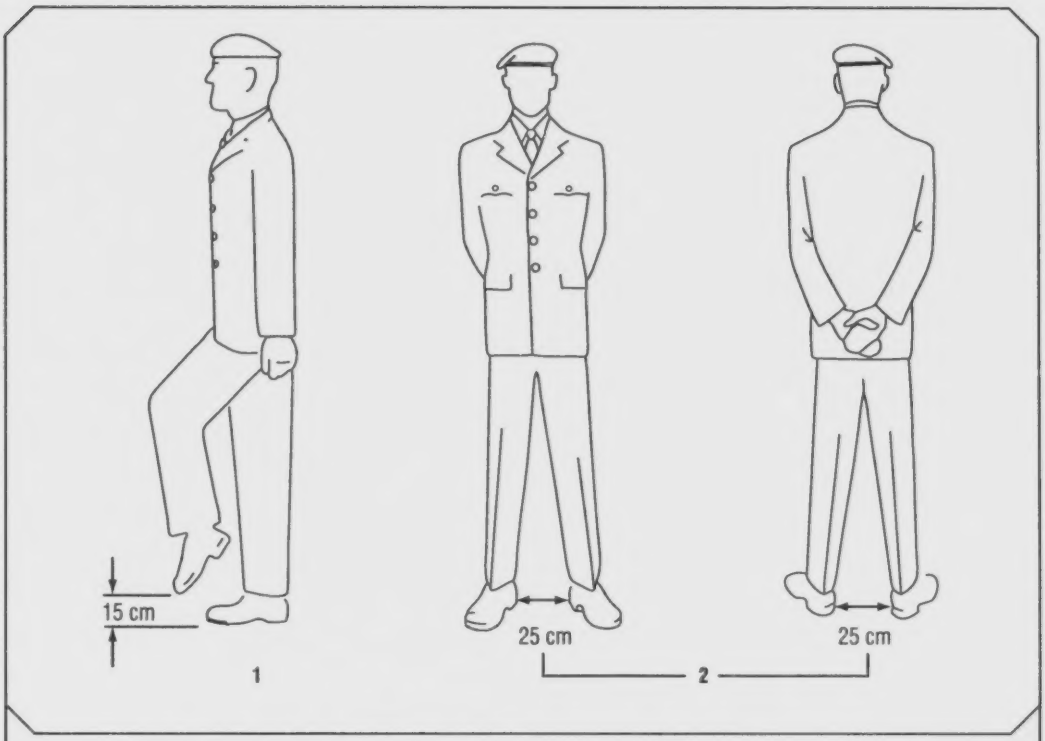


Figure 2-3 Position of Stand at Ease from Attention

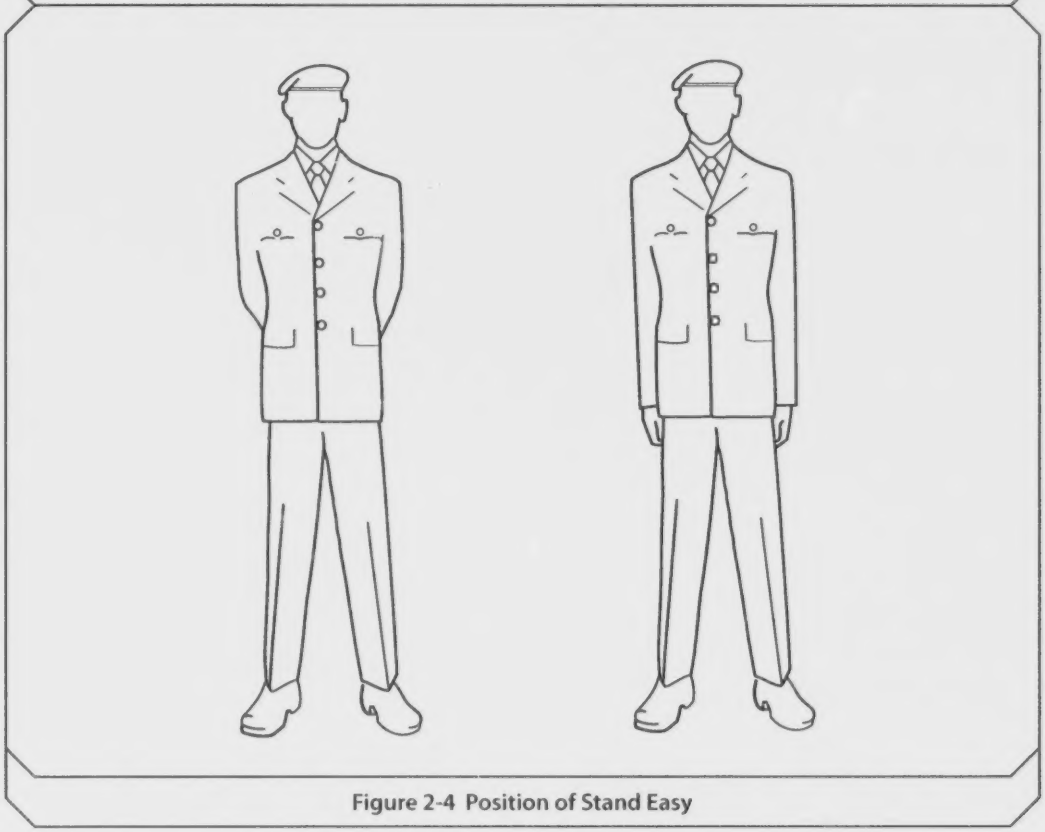


Figure 2-4 Position of Stand Easy

13. On the command STAND – EASY, squad members shall (Figure 2-4):
    a. close the hands and bring the arms to the position of attention,
    b. observe a standard pause; and
    c. relax.

14. When standing easy, squad members may, with permission, move all but their feet and adjust clothing and equipment, but they shall not smoke or talk.

STAND AT EASE FROM STAND EASY

15. On the cautionary command SQUAD, squad members shall assume the position of stand at ease.

ATTENTION FROM STAND AT EASE

16. On the command ATTENTION BY NUMBERS, SQUAD – ONE, squad members shall bend the left knee and shift their balance to the right foot.

17. On the command SQUAD – TWO, squad members shall:
    a. straighten the left leg in double time, place the foot smartly on the ground, toe touching first, followed by the heel, and with heels aligned; and
    b. simultaneously, with a quick motion, bring the arms and hands to the position of attention.

18. On the command ATTEN – TION, the two segments of the movements are combined as one.

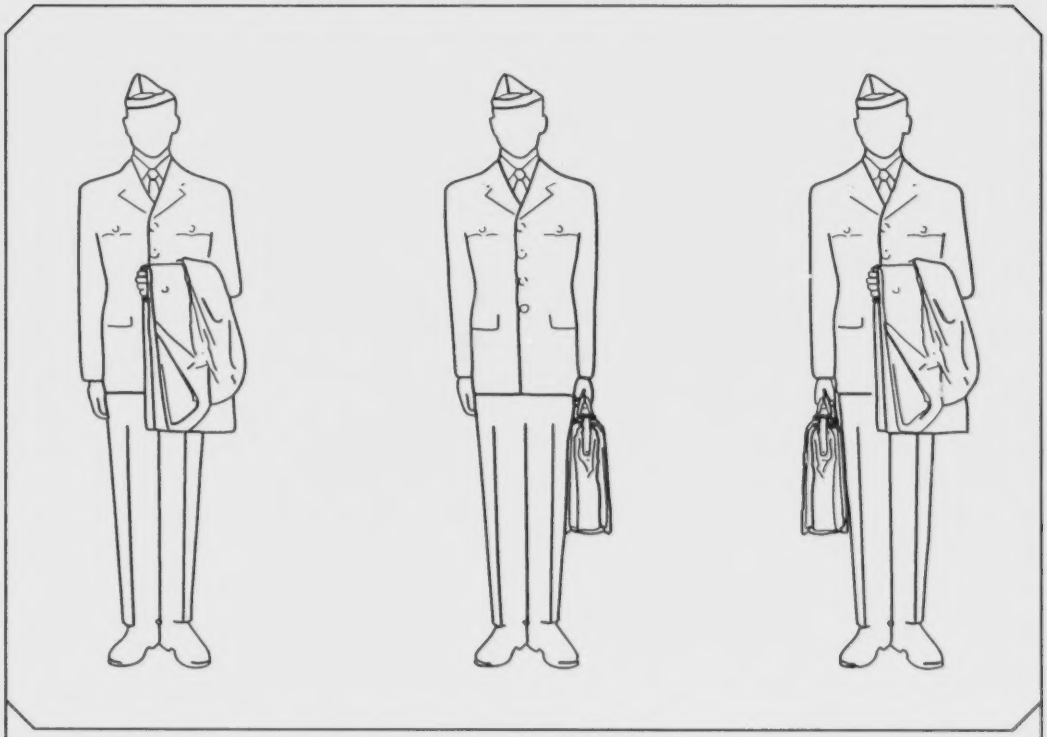


Figure 2-5 Carrying of Articles

CARRYING OF ARTICLES

19. If any one article is carried, such as a briefcase, umbrella or raincoat, it shall be carried in the left hand. If an article is carried when marching, the left arm is not swung.

20. Articles shall be carried in the manner illustrated in Figure 2-5.

21. In all positions at the halt, the free arm shall be maintained at the side as for the position of attention.

REMOVE HEADDRESS

22. The order to remove headdress is customarily given on such occasions as outdoor religious services, parades, during the consecration of Colours and whenever it is desirable to honour a dignitary by giving three cheers.

23. When ordered, all ranks on parade shall remove their headdress with the exception of:
    a. adherents of the Sikh religion;
    b. musicians when on parade with instruments.

24. On the command REMOVE HEADDRESS BY NUMBERS SQUAD – ONE, squad members shall bring the right hand to the front of the headdress by the shortest route and grasp it in the front between the thumb and fingers, with the fingers aligned and parallel to the shoulders as much as practicable (Figure 2-6).

25. On the command SQUAD – TWO, squad members shall maintain the bend in the right arm, cut the upper arm to the right side of the body and the forearm parallel to the ground, and bring the right hand to the centre of the body. Maintaining the grasp on the peak of the headdress, squad members shall hold the headdress above the hand and in the centre of the chest.

26. On the command REMOVE – HEADDRESS, the two movements are combined. The standard pause shall be observed between the movements.

27. Religious tenets, including those which are sexually based, shall be respected in a place of worship.

STAND AT EASE WITH HEADDRESS REMOVED

28. On the command STAND AT – EASE, squad members shall assume the position for standing at ease when carrying articles, except that the right arm and hand will maintain the headdress in the position as detailed in paragraph 24.

STAND EASY WITH HEADDRESS REMOVED

29. On the command STAND – EASY, squad members shall extend the right arm down the side with headdress held below the hand and, after a standard pause, relax (see Figure 2-7).

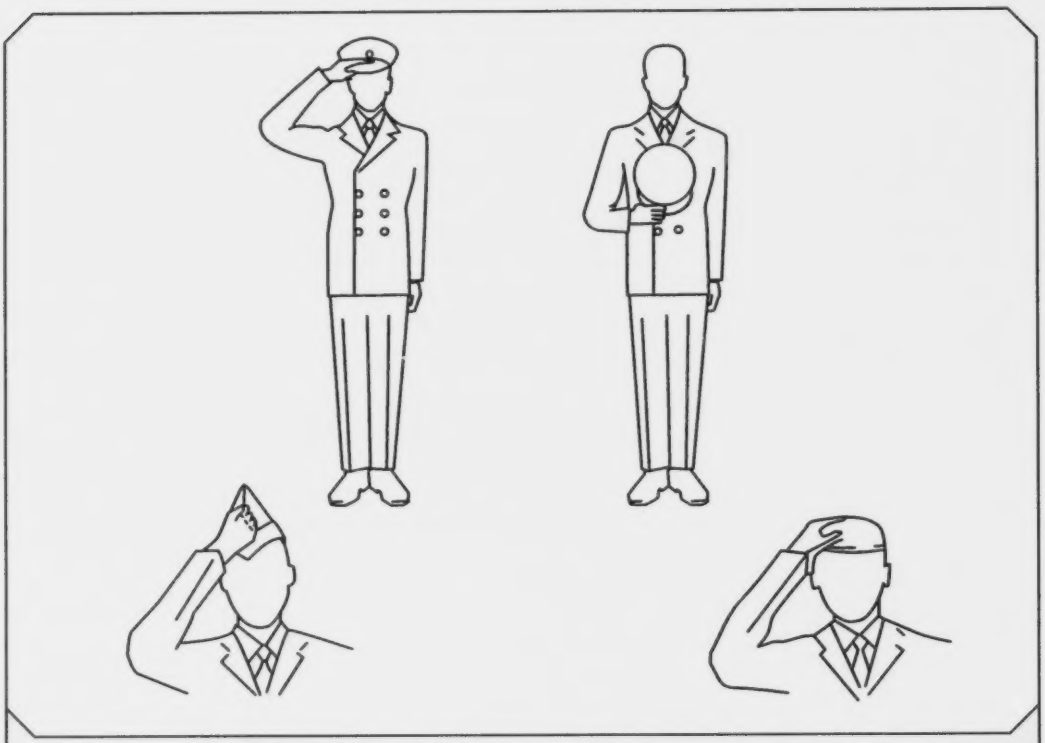


Figure 2-6 Remove Headdress

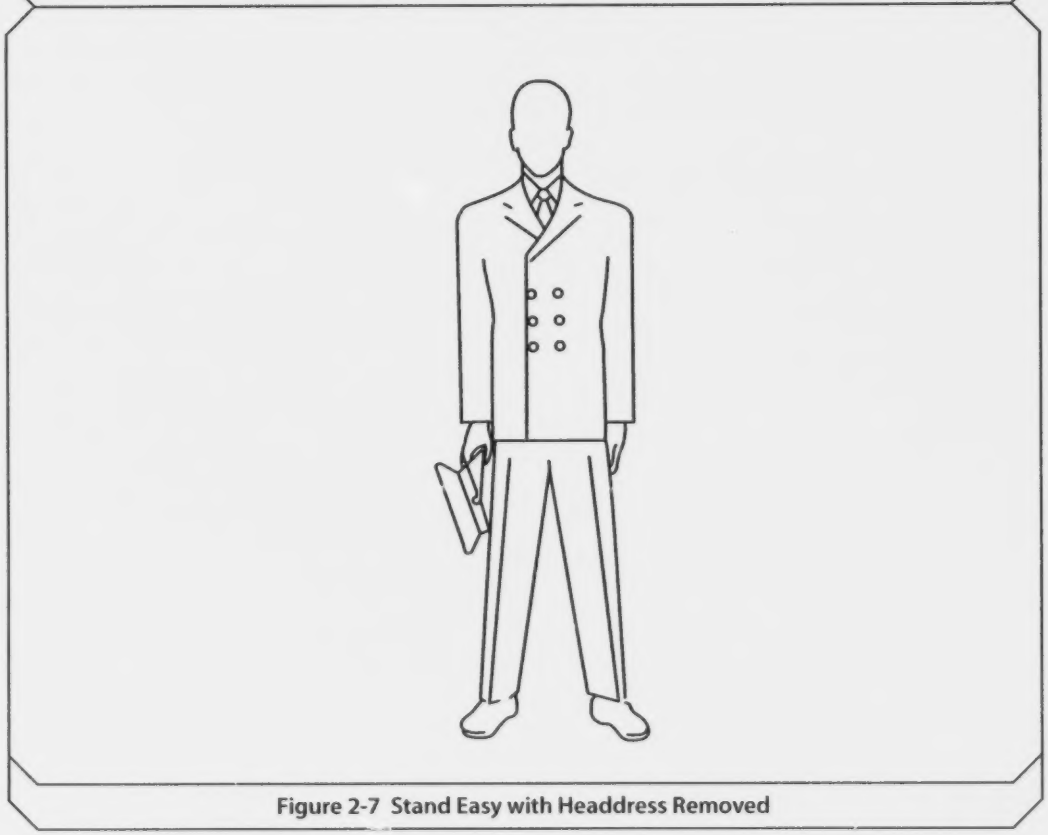


Figure 2-7 Stand Easy with Headdress Removed

REPLACE HEADDRESS

30. On the command REPLACE HEADDRESS BY NUMBERS, SQUAD – ONE, squad members shall replace the headdress with the right hand. When wearing other than a service or wedge cap, two hands shall be used.

31. On the command SQUAD – TWO, resume the position of attention by cutting the right arm or arms to the side.

32. On the command REPLACE – HEADDRESS, the two movements are combined. The standard pause shall be observed between movements.

33. Once the headdress has been adjusted, the arms are held by the side and the command ATTEN – TION, shall be given and actioned in three movements.

SALUTING, AT THE HALT

34. The salute is given with the right hand. When physical incapacity or carrying of articles makes a salute with the right hand impracticable, compliments will be paid by turning the head and eyes to the left or right or standing to attention, as appropriate.

35. On the command TO THE FRONT SALUTE BY NUMBERS, SQUAD – ONE, squad members shall:
    a. bend the right elbow and open the palm of the right hand as it passes the shoulder; and
    b. force the right hand by its shortest route to the front of the headdress (Figure 2-8) so that:
        (1) the palm of the hand is facing down,
        (2) the thumb and fingers are fully extended and close together,
        (3) the tip of the second finger is in line with the outside of the right eyebrow and touching the outside edge of the headdress or arm of glasses, if worn,
        (4) the hand, wrist and forearm are in a straight line and at a 45 degree angle to the upper arm,
        (5) the elbow is in line with the shoulders, and
        (6) the upper arm is parallel to the ground.

36. On the command SQUAD – TWO, the hand is brought sharply to the position of attention by the shortest route, without slapping the thigh. The hand is closed after the forearm is lowered below shoulder level.

37. On the command TO THE FRONT – SALUTE, the two movements are combined. The standard pause shall be observed between movements.

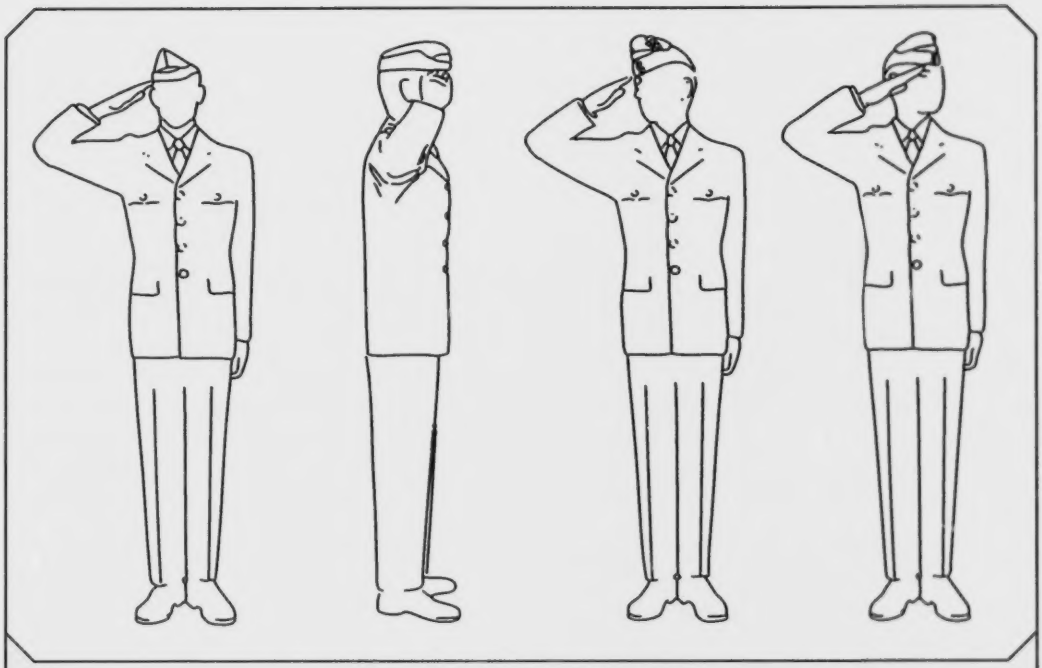


Figure 2-8 Saluting, at the Halt

38. On the command TO THE RIGHT (LEFT) SALUTE BY NUMBERS, SQUAD – ONE, saluting shall be executed as detailed in paragraph 35 except that:
    a. the head and eyes shall be turned smartly to the right (left) as far as possible without straining;
    b. when saluting to the left, the right hand, wrist and arm are brought further over to the left to the correct position in line with the outside edge of the right eyebrow; and
    c. when saluting to the right, the arm is moved to the rear, with the tip of the second finger remaining in line with the outside edge of the right eyebrow.

39. On the command SQUAD – TWO, the hand is brought sharply to the position of attention, and simultaneously the head and eyes are turned smartly to the front.

40. On the command TO THE RIGHT (LEFT) – SALUTE, the two movements are combined. The standard pause shall be observed between movements.

41. When wearing headdress other than a cap with a peak, the second finger is 2 cm above and in line with the outer tip of the right eyebrow.

TURNING AND INCLINING AT THE HALT

42. Turns and inclines are made to change direction: right or left turns change direction by 90 degrees, about turns by 180 degrees, and right and left inclines by 45 degrees.

43. On the command RIGHT TURN BY NUMBERS, SQUAD – ONE, squad members shall turn 90 degrees to the right by pivoting on the right heel and left toe and raising the left heel and right toe simultaneously. Both knees will be kept braced during the turn, arms at the sides and body erect. On the completion of the movement, the weight of the body is placed on the right foot and the left leg is braced with the heel off the ground as illustrated in Figure 2-9.

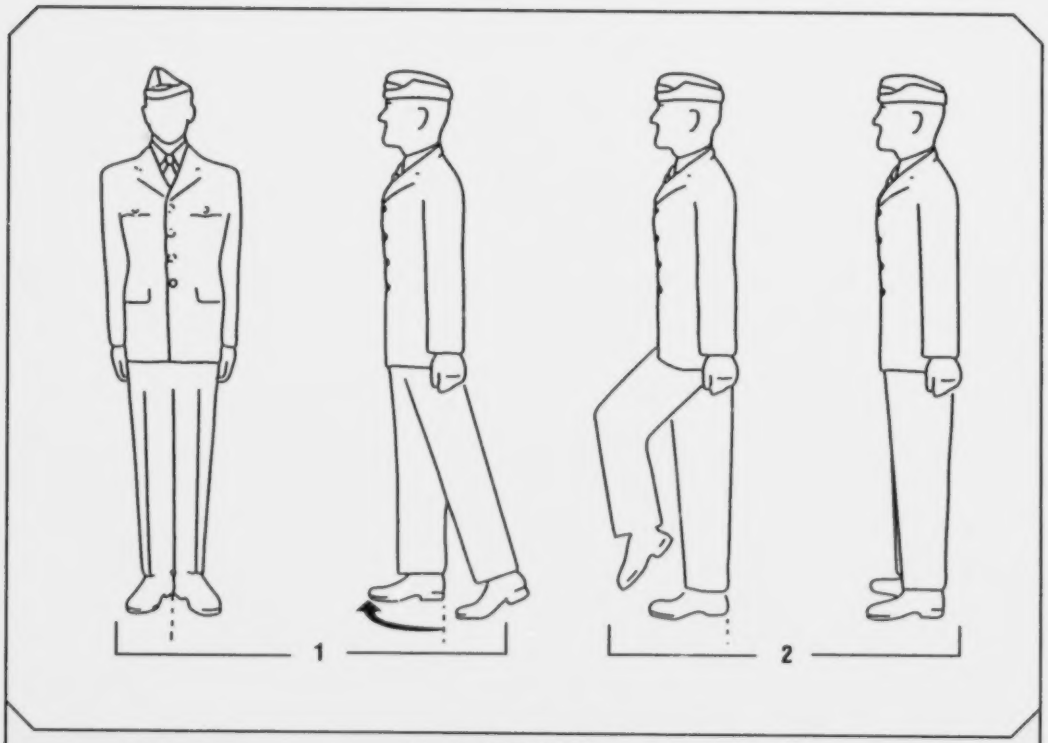


Figure 2-9 Right Turn

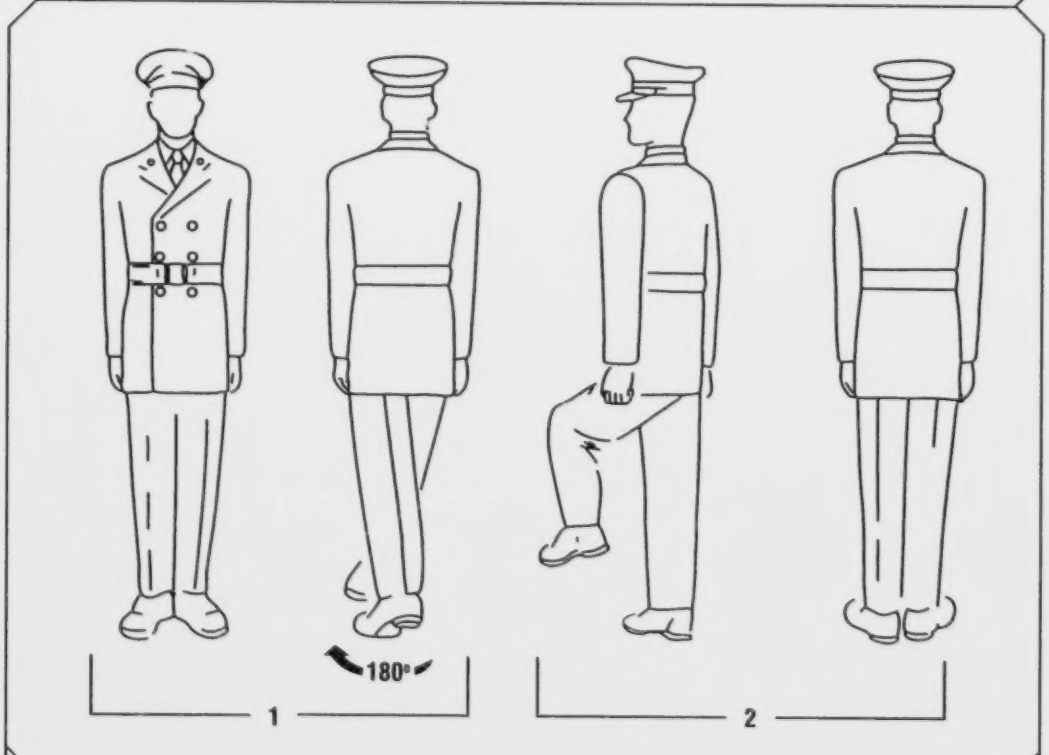


Figure 2-10 About Turn

44. On the command SQUAD – TWO, squad members shall bend the left knee, straighten it in double time and smartly place the left foot beside the right to assume the position of attention.

45. On the command RIGHT – TURN, the two movements are combined. The standard pause shall be observed between the movements.

46. On the command RIGHT IN – CLINE, the drill as described for a right turn is followed, but the turn is only made through 45 degrees.

47. On the command LEFT – TURN, the drill as described for the right turn is followed, except that the details of moving the feet and direction are reversed.

48. On the command LEFT IN – CLINE, the drill as described for a left turn is followed, but the turn is only made through 45 degrees.

49. On the command ABOUT – TURN, the drill as described for the right turn is followed, except that the pivot to the right is made through 180 degrees. Balance is maintained by bracing the legs and locking the thighs (Figure 2-10).

50. Close march paces to the right (left) shall not be ordered when the distance required to move exceeds eight paces. When the distance is greater, the squad shall be turned and marched the required distance.

51. On the command ONE PACE RIGHT CLOSE MARCH BY NUMBERS, SQUAD – ONE, squad members shall:
    a. bend the right knee, carry the foot to the right and place it smartly on the ground with the inside of the heels one side pace 25 cm apart;
    b. balance the weight of the body evenly on both feet; and
    c. keep the arms still at the sides.

52. On the command SQUAD – TWO, squad members shall shift the weight of the body to the right foot, bend the left knee and place the left foot smartly by the right to assume the position of attention.

53. On the command ONE PACE LEFT CLOSE MARCH BY NUMBERS, SQUAD – ONE, the drill as outlined above in paragraphs 51 and 52 is followed except that the details of moving the feet and the direction are reversed.

54. On the command ONE PACE RIGHT (LEFT) CLOSE – MARCH, the two movements are combined, observing the timing noted in paragraph 55.

55. The timings for the above movements are counted as follows:
    a. for one pace, "one-one";
    b. for two paces, "one-one, pause, one-two";
    c. for three paces, "one-one, pause, one-two, pause, one-three"; and
    d. etc.

CALLING THE ROLL

56. On the command ATTEN – TION, ANSWER TO YOUR NAME, STAND AT – EASE, each squad member shall come to attention as his/her name is called and answer "Sir" or "Ma'am."

57. When the roll call is supervised by a person senior in rank to the person calling the roll, each squad member shall answer to his/her name with the correct response for the rank of the supervisor.

58. When a senior is in the ranks and the roll is called by a junior with no senior rank supervising the roll call, both shall use the other's rank title in calling and answering the name.

59. Each squad member shall stand at ease after answering his/her name.

NUMBERING

60. Numbering is used to:
    a. designate individuals in the squad; and
    b. determine the number of persons on parade.

61. On the command SQUAD – NUMBER, the front rank only shall count off from right to left, the right-hand member calling out ONE and the next, TWO, and so on. The head and eyes remain still. There is no pause between numbers.

62. Each individual in the centre and rear rank takes the number of the front rank individual being covered.

63. When an error in numbering occurs, the command AS YOU WERE, may be ordered followed by the last correct number called out. The squad member so designated repeats his/her number and the numbering drill continues. If the command AS YOU WERE, SQUAD – NUMBER is ordered, the squad will renumber from the beginning.

PROVING

64. Proving is used to identify the flank man when the squad is being divided into several groups. It may also be used by members of the squad to identify themselves. It may be necessary to number the squad prior to proving.

65. On the command NUMBERS __, __, __ – PROVE, the members designated raise the left forearm parallel to the ground, keeping the left elbow close to the body and the hand closed as for the position of attention.

66. On the command ATTEN – TION, the members who proved adopt the position of attention.

67. When taking paces forward and to the rear:
    a. the cadence shall be in quick time;
    b. the length of each step shall be one half pace (35 cm); and
    c. the arms shall be kept still at the sides.

PACES FORWARD AND TO THE REAR

68. A group shall not be moved forward or back more than three paces by this method. When the distance is greater the squad will be marched the required distance.

69. On the command ONE PACE FORWARD MARCH BY NUMBERS, SQUAD – ONE, squad members shall:
    a. shoot the left foot forward one half pace, forcing the weight forward on the left foot, with the right heel raised; and
    b. keep the arms still at the sides.

70. On the command SQUAD – TWO, squad members shall bend the right knee, straighten it in double time, place the right foot smartly on the ground beside the left and assume the position of attention.

71. On the command ONE PACE FORWARD – MARCH, the movements are combined, observing the timing noted in paragraph 75.

72. On the command ONE PACE STEP BACK MARCH BY NUMBERS, SQUAD – ONE, squad members shall:
    a. shoot the left foot to the rear one half pace with the weight forward on the right foot and the left heel raised; and
    b. keep the arms still at the sides.

73. On the command SQUAD – TWO, squad members shall bend the right knee, straighten it in double time, place the right foot smartly on the ground beside the left, and assume the position of attention.

74. On the command ONE PACE(S) STEP BACK – MARCH, the two movements are combined, observing the timing noted in paragraph 75.

75. The timings for the above movements are counted as follows:
    a. for one pace, "one-two";
    b. for two paces, "one, one-two"; and;
    c. for three paces, "one, one, one-two."

76. On the command TWO PACES FORWARD (STEP BACK) – MARCH, the movement shall be carried out as detailed above, except that the left foot shall be brought in to the right to assume the position of attention.

DRESSING A SQUAD

77. On the command RIGHT DRESS BY NUMBERS, SQUAD – ONE:
    a. the right-hand individual of the front rank stands fast; and
    b. the remainder takes a half pace forward by shooting the left foot forward, bending the right knee and adopting the position of attention.

78. On the command SQUAD – TWO:
    a. the right file stands fast;
    b. the remainder turns head and eyes to the right as far as possible without straining; and
    c. simultaneously, the front rank, except the right-hand individual, shoots the right arm its full extent behind the shoulder of the one on the right. The hand is closed as in the position of attention, back of the hand uppermost and arm parallel to the ground.

79. On the command SQUAD – THREE:
    a. the right-hand individual of the front rank stands fast; and

b. the remainder takes up correct alignment, distance and covering by taking short, quick paces until they are in the correct position. Movement starts with the left foot (see Figure 2-11).

80. As a guide to taking up correct alignment, each member of the squad except those in the right file moves to a position from which the lower portion of the face of the second person to the right can just be seen. Correct covering is taken up by glancing to the front without moving the head. The interval is correct when the closed hand is touching the left shoulder of the person on the right.

81. On the command RIGHT – DRESS, the three movements are combined. The standard pause shall be observed between the movements.

82. On the command EYES – FRONT, squad members shall snap the head and eyes to the front and cut the right arm smartly to the rear of the individual on the right and to the position of attention without slapping the thigh.

83. On the command SHOULDER DRESSING, RIGHT – DRESS, dressing is carried out as for the right dress, except that the arms are not raised and dressing is taken up without arm's-length interval. Enough lateral space is left between the shoulders of each person in the rank to manipulate weapons.

84. On the command ELBOW DRESSING, RIGHT – DRESS, dressing is carried out as for the right dress except:
    a. the right hand is placed on the hip or belt as applicable;
    b. fingers closed, pointed down and extended forward;
    c. thumbs to the rear; and
    d. the point of the elbow forced forward and touching the individual's arm on the right.

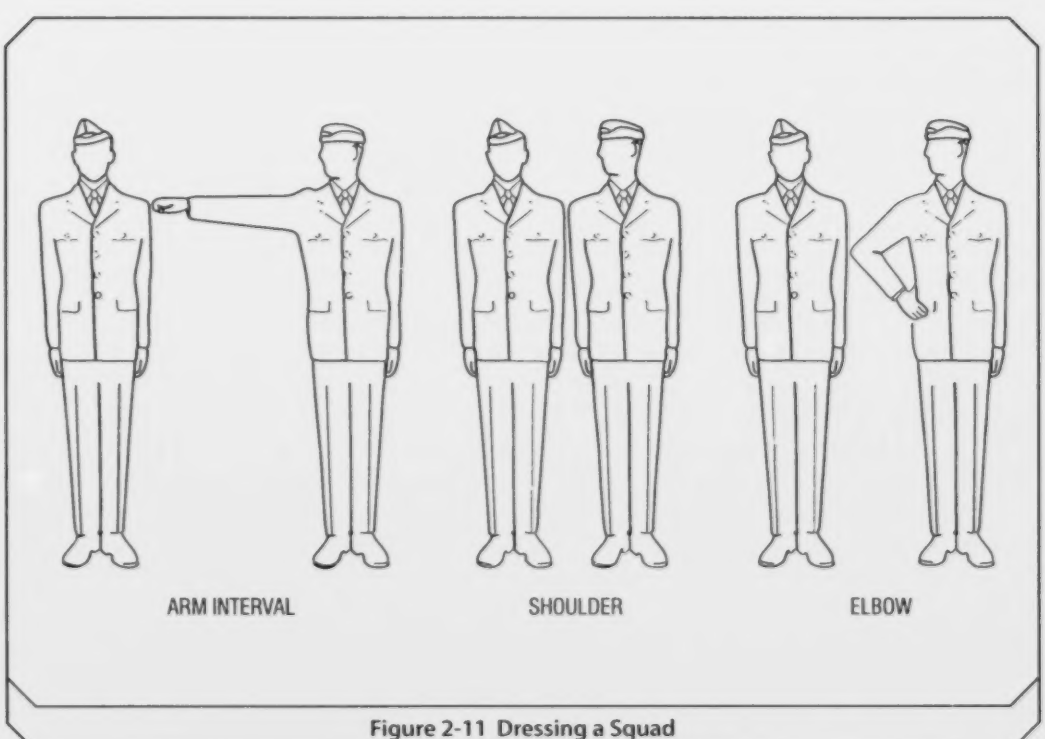


Figure 2-11 Dressing a Squad

85. When dressing by the left, the same drill is followed except the head and eyes are turned left and the left arm is raised. The left-hand individual stands fast, looks to the front, and those in the file behind adopt the appropriate distance between ranks.

86. Dressing may be ordered by the centre when required if more than one squad is on parade in line or mass. The command is INWARD – DRESS and flanking squads shall dress by their left or right as appropriate.

87. When a squad is formed with only one person in the blank file, that individual shall dress with the front rank when the squad is advancing and with the rear rank when the squad is retiring. When the squad is moving to a flank, the individual shall dress with the directing flank.

OPEN ORDER MARCH

88. The open order is executed as follows:
    a. the front rank shall move forward three half paces, the rear rank shall step back three half paces and the centre rank shall stand fast;
    b. the cadence shall be in quick time; and
    c. the arms shall be kept still at the sides.

89. On the command OPEN ORDER – MARCH, the movements will be executed as for three check paces forward and to the rear, the final movement being executed by bending the right knee, straightening it in double time and placing the right foot smartly on the ground by the left and assuming the position of attention.

90. The timing for the movements is counted as "one, one, one-two."

91. When formed in two ranks, the front rank stands fast and the rear rank steps back three half paces (see figures 2-12 and 2-13).

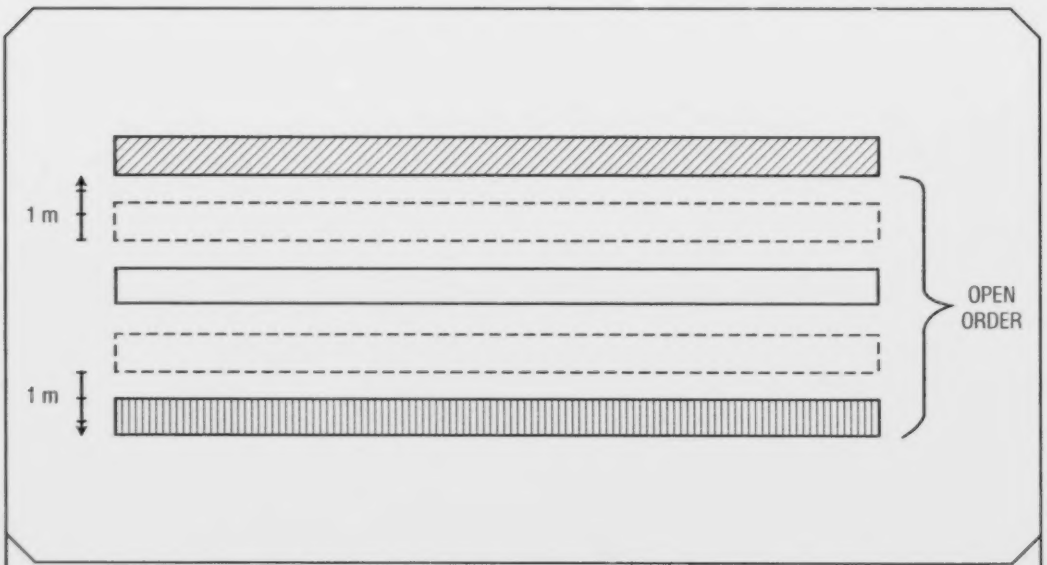


Figure 2-12 Open Order – March (Three Ranks)

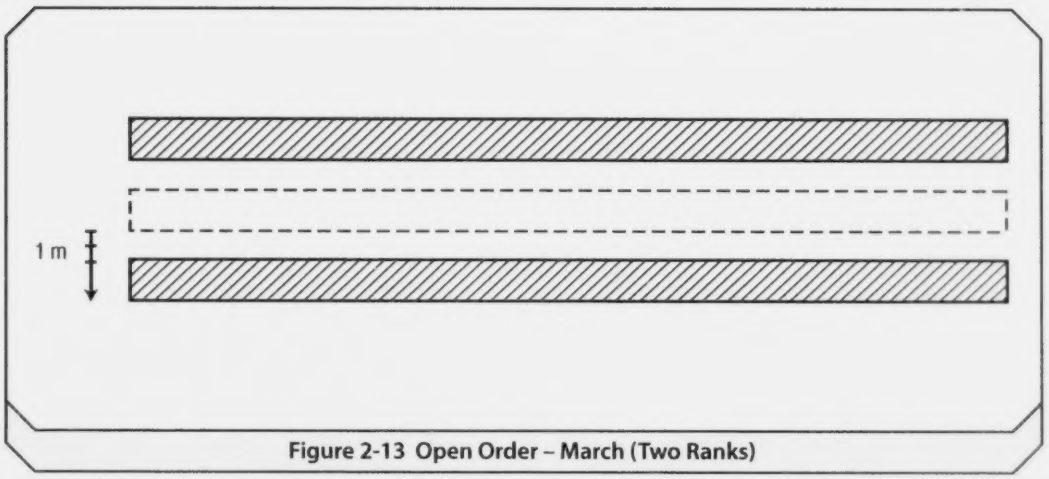


Figure 2-13 Open Order – March (Two Ranks)

CLOSE ORDER MARCH

92. On the command CLOSE ORDER – MARCH, the squad shall reverse the movements in paragraphs 88 to 91.

ORDERING A SQUAD ON PARADE

93. Prior to being fallen in on parade, the squad shall form itself up in three ranks at the edge of the parade ground and stand at ease. When the squad is formed up, the instructor may detail one person to act as marker; the marker shall then take up the position of the right-hand person of the front rank and stand at ease. If the instructor does not detail a marker, the right-hand person shall assume this duty. The instructor shall then proceed onto the parade ground and halt three paces in front of where he/she wishes the marker to fall in.

94. On the command MARKER, the person detailed as marker shall:
    a. come to attention and observe the standard pause;
    b. march in quick time to a position three paces in front of and facing the instructor and halt; and
    c. remain at attention.

95. The instructor then turns right and marches to a position three paces in front and centre of where the squad will fall in.

96. On the command FALL – IN, squad members shall:
    a. come to attention;
    b. observe the standard pause;
    c. march onto the parade ground, and halt on the left of and covering off the marker; and
    d. remain at attention.

97. The instructor shall then proceed as required, e.g., OPEN ORDER – MARCH; RIGHT – DRESS; EYES – FRONT; and STAND AT – EASE.

DISMISSING A SQUAD

98. The command DIS – MISS signifies the end of a parade, period of instruction, etc. The squad shall be in line and at attention when dismissed.

99. On the command DIS – MISS, squad members shall:
    a. turn right;
    b. observe the standard pause;
    c. salute, if an officer is on parade;
    d. observe the standard pause; and
    e. march off independently, in quick time, from the place of parade.

FALLING OUT OF RANKS

100. The squad shall be at the open order when it is required to fall individuals out.

101. The command FALL – OUT shall be used when an individual is called out of the squad.

102. On the command FALL – OUT, the person ordered shall come to attention, and, after a standard pause, march, wheeling immediately, to the right flank of his/her rank and then proceed in the required direction, ensuring that he/she does not proceed in front of or with the ranks of another sub-unit (see Figure 2-14).

FALLING INDIVIDUALS IN

103. On the command FALL – IN, the individual ordered marches to the left rank of the squad and returns to his/her position by marching in rear of his/her rank, wheeling into his/her original position and halting. The individual shall pick up his/her dressing and either remain at attention or stand at ease as required (see Figure 2-15).

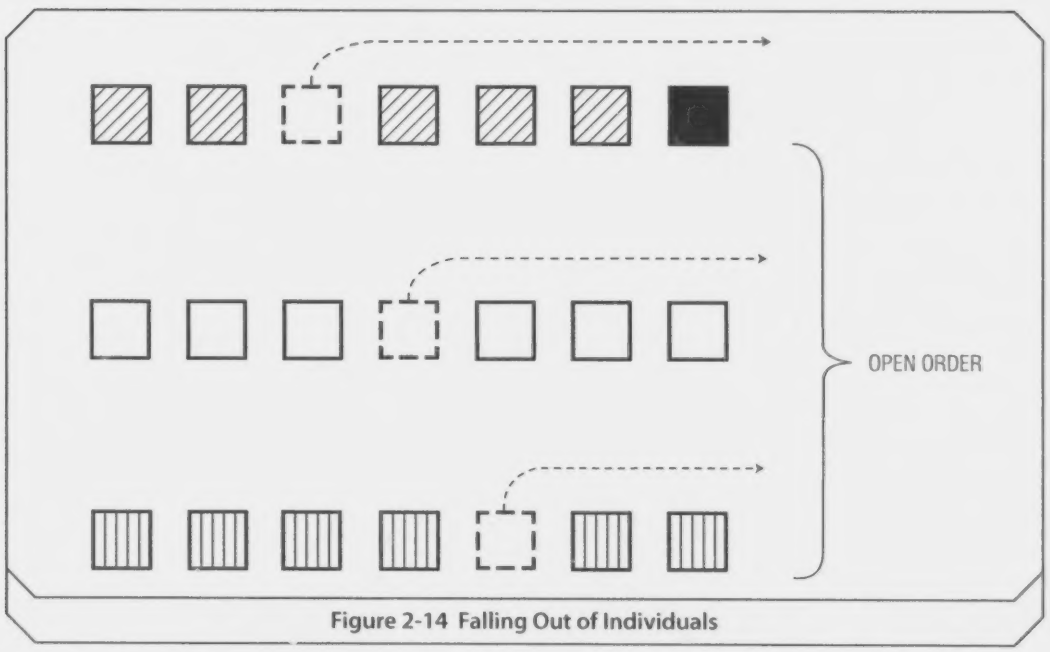


Figure 2-14 Falling Out of Individuals

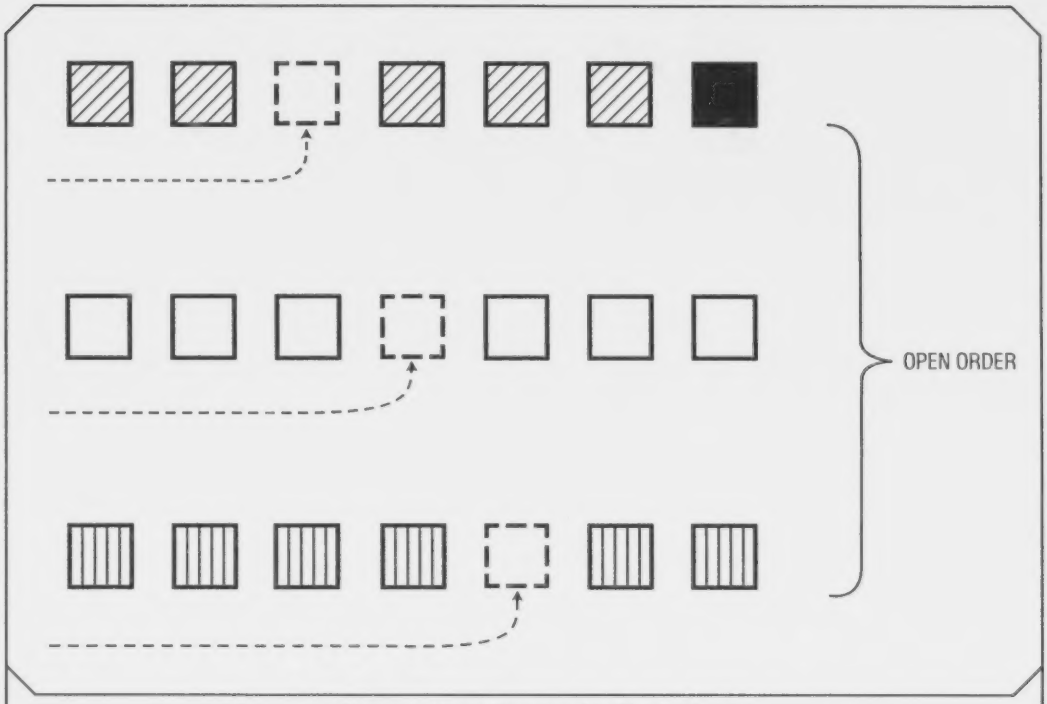


Figure 2-15 Falling In of Individuals

SIZING IN THREE RANKS

104. A squad is sized to align individual members' heights for aesthetic balance and give the best general impression to a spectator.

105. On the command TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN THREE RANKS – SIZE, the squad shall turn right, observe the standard pause, then arrange themselves according to height, with tallest on the right and shortest on the left in three ranks, shoulder to shoulder dressing and covering off front to rear.

106. The instructor shall give the commands OPEN ORDER – MARCH; and SQUAD – NUMBER.

107. On the command EVEN NUMBERS ONE PACE STEP BACK – MARCH, the even numbers shall step back one half pace.

108. On the command NUMBER ONES STAND FAST; ODD NUMBERS RIGHT, EVEN NUMBERS LEFT – TURN, the squad shall act as ordered.

109. On the command REFORM THREES, QUICK – MARCH (Figure 2-16):
   a. The right file shall stand fast.
   b. The remainder of the odd numbers shall march forward and form up on the left of the number one of each rank.
   c. The even numbers of each rank shall wheel around to the right and follow the odd numbers of their respective rank.
   d. When each member arrives in his/her new position, he/she shall halt at arm's-length interval, observe the standard pause, turn left and remain at attention.

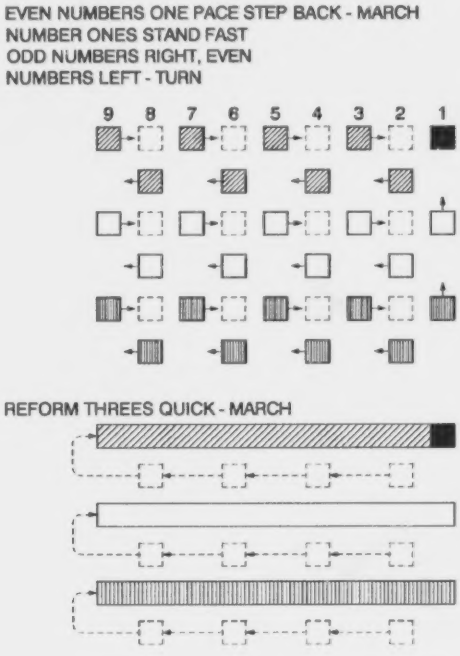

EVEN NUMBERS ONE PACE STEP BACK - MARCH
NUMBER ONES STAND FAST
ODD NUMBERS RIGHT, EVEN
NUMBERS LEFT - TURN
9 8 7 6 5 4 3 2 1
REFORM THREES QUICK - MARCH

Figure 2-16 Sizing in Three Ranks

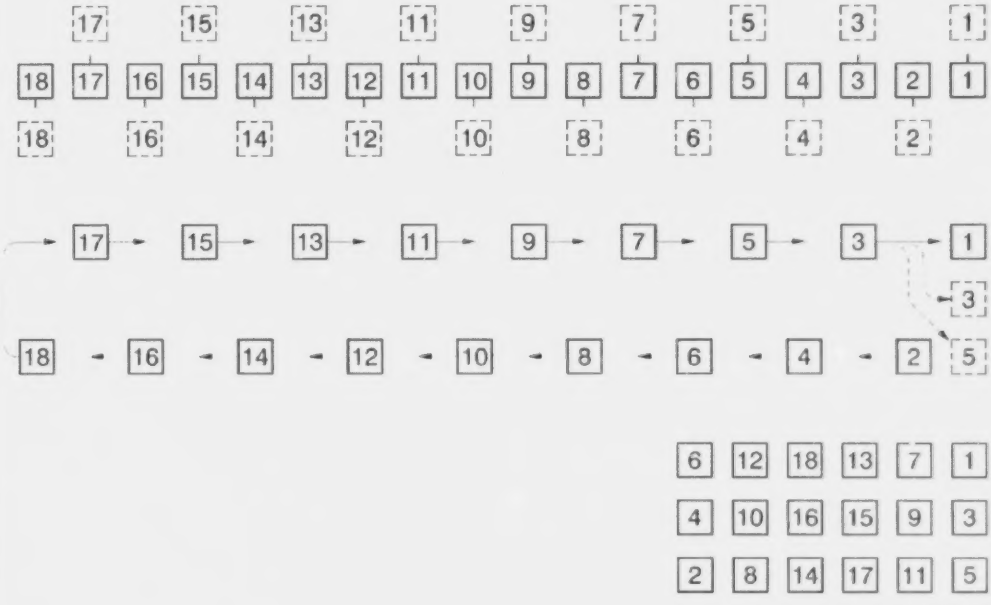


Figure 2-17 Sizing in Single Rank

SIZING IN TWO RANKS AND REFORMING THREES

110. On the command TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN TWO RANKS – SIZE, the squad shall turn right, observe the standard pause, then arrange themselves according to height, with tallest on the right and shortest on the left in two ranks, shoulder to shoulder dressing and covering off front to rear.

111. On the command MARKER STAND FAST, FRONT RANK RIGHT, REAR RANK LEFT – TURN, the ranks shall act as ordered.

112. On the command REFORM THREES, QUICK – MARCH, the squad reforms three ranks as follows:
   a. The marker remains the right-hand person of the front rank.
   b. The second member of the front rank becomes the right-hand person of the centre rank.
   c. The third member of the front rank becomes the right-hand person of the rear rank.
   d. The rear rank wheels right following the front rank and as each member closes up towards his/her new position, he/she shall follow the procedure as detailed in subparagraphs a., b. and c.
   e. When each member arrives in his/her new position, he/she shall halt at arm's-length interval, observe the standard pause, turn left and remain at attention.

SIZING IN SINGLE RANK AND REFORMING THREES

113. On the command TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN A SINGLE RANK – SIZE, the squad shall turn right, observe the standard pause, then arrange themselves according to height, with tallest on the right and shortest on the left in one single rank, shoulder to shoulder dressing and covering off front to rear.

114. On the command SQUAD – NUMBER, the squad shall act as ordered.

115. On the command ODD NUMBERS ONE PACE FORWARD, EVEN NUMBERS ONE PACE STEP BACK – MARCH, the squad shall act as ordered.

116. On the command NUMBER ONE STAND FAST, ODD NUMBERS RIGHT, EVEN NUMBERS LEFT – TURN, the squad shall act as ordered.

117. On the command REFORM THREES, QUICK – MARCH, the squad reforms three ranks (Figure 2-17) as follows:
   a. Number one remains the right-hand person of the front rank.
   b. Number three becomes the right-hand person in the centre rank.
   c. Number five becomes the right-hand person in the rear rank, and so on.
   d. When each person arrives in his/her new position, he/she shall halt, at arm's-length interval, observe the standard pause, turn left and remain at attention.

FORMING TWO RANKS FROM THREE

118. Prior to forming two ranks from three ranks, the squad shall be in close order, dressed at arm's-length interval and numbered.

119. On the command FORM TWO RANKS BY NUMBERS, SQUAD – ONE, the centre rank takes one pace left.

120. On the command SQUAD – TWO:
    a. The odd numbers of the centre rank take two half paces forward toward the front rank and assume the position of attention.
    b. The even numbers of the centre rank take two half paces to the rear into the rear rank and assume the position of attention.

121. On the command FORM TWO – RANKS, the two movements are combined. A standard pause shall be observed between the movements.

122. After forming two ranks, the squad shall be dressed.

123. When there is a blank file, the left-hand person of the centre rank moves in the opposite direction to that indicated. An exception occurs in the case of a one-person blank file and an even numbered frontage. In this case, the left-hand person of the centre rank acts according to the standard rule.

REFORMING THREE RANKS FROM TWO

124. Prior to reforming three ranks, the squad shall be in close order.

125. On the command REFORM THREE RANKS BY NUMBERS, SQUAD – ONE:
    a. The original odd numbers of the centre rank take two half paces to the rear.
    b. The original even numbers of the centre rank take two half paces forward.

126. On the command SQUAD – TWO, the centre rank takes one half pace right close march.

127. On the command REFORM THREE – RANKS, the two movements are combined. A standard pause shall be observed between the movements.

128. After reforming three ranks the squad shall be dressed.

FORMING FOUR OR MORE RANKS

129. If required, squads may be formed into more than three ranks. For a single squad, this is most simply done when originally assembled. For more than one squad, a single multiple-ranked formation can be assembled by ordering squads together.

130. Common multiple-ranked formations are those with six, nine and twelve ranks.

131. The number of ranks formed shall normally be greater than the number of files.

SQUAD DRILL ON THE MARCH

FUNDAMENTALS

1. Firefighters march and manoeuvre on foot in quick, slow and double time at the cadences and pace lengths described in paragraphs 5 to 8.

2. The quick march can be maintained for long periods of time and is the standard for routine duty.

3. The slow march is derived from the normal cadence used by former soldiers, who had to manoeuvre over uneven battlefields, and from formal parade steps. The slow march is now used only on ceremonial occasions and its style has evolved slightly to emphasize dignity and stateliness.

4. Double time is used to move personnel rapidly from one point to another.

PACE LENGTH AND CADENCES

5. The standard lengths of pace are:
   a. quick and slow time – 75 cm;
   b. stepping out in quick and slow time – 85 cm;
   c. stepping short in quick time and slow time – 55 cm;
   d. double time – 1 m;
   e. half pace in quick time (used for marching forward and back three paces or less, see paragraphs 67 and 68) – 35 cm; and
   f. side pace – 25 cm.

6. When marching the cadence is:
   a. in quick time, 120 paces per minute;
   b. in slow time, 60 paces per minute; and
   c. in double time, 180 paces per minute.

7. During recruit training, the cadence in quick time may be increased to 140 paces per minute to encourage agility and alertness.

8. All units shall practice and be prepared to march and manoeuvre with other elements such as other fire departments, police departments and the military. However, one other traditional quick march cadence may be ordered by parade commanders of Scottish or other units parading with a pipe band at 120 paces per minute.

WORDS OF COMMAND

9. Except for certain commands used in sentry drill, all commands to commence marching are given when personnel are at the position of attention.

10. On the march, executive commands are given as the foot specified in the following table is forward and on the ground, unless otherwise directed:

WORD OF COMMAND	FOOT
HALT (except when marching in slow time, when the command will be given "on the right foot")	left
STEP OUT, or STEP SHORT	left
CHANGE TO QUICK (SLOW or DOUBLE) TIME	right
MARK TIME (when marching)	right
FORWARD	left
ABOUT TURN	right
RIGHT TURN, RIGHT INCLINE, RIGHT FORM, or ON THE RIGHT FORM SQUAD	left
LEFT TURN, LEFT INCLINE, LEFT FORM, or ON THE LEFT FORM SQUAD	right
CHANGE STEP	right
SALUTE (on the march)	left
EYES RIGHT, or EYES FRONT	left
FORM SINGLE FILE (on the march)	right
REFORM RANKS FROM SINGLE FILE (on the march)	right
Commands for arms movements on the march	left

11. As illustrated in Figure 3-1, unless the directing flank is changed for a special movement, it is always:
    a. when advancing in line, the right flank;
    b. when retiring in line, the left flank; and
    c. when in threes, the original front rank, i.e., when moving to the right flank, the dressing is by the left; when moving to the left flank, the dressing is by the right.

Figure 3-1 Advance/Retire and Directing Flanks

MARCHING AND HALTING IN QUICK TIME

12. As illustrated in Figure 3-2, on the command QUICK MARCH BY NUMBERS, SQUAD – ONE, squad members shall:
    a. shoot the left foot forward one half pace, toe up;
    b. strike the heel on the ground first and keep the toe pointed directly forward; and
    c. simultaneously, swing the right arm straight forward and the left arm straight to the rear, waist high.

13. On the command SQUAD – TWO, squad members shall:
    a. continue marching with subsequent paces of standard length;
    b. bring the legs forward successively in a straight line;
    c. swing the arms forward successively in a straight line from the shoulder, front to rear, with hands closed as in the position of attention; and
    d. maintain dressing by the directing flank.

14. During basic training, recruits shall be directed to swing arms breast-pocket high in order to build agility. Commanding officers may continue this direction at their discretion.

15. On the command QUICK – MARCH, the two movements are combined.

16. As illustrated in Figure 3-3, on the command HALT BY NUMBERS, SQUAD – ONE given as the left foot is forward and on the ground, squad members shall:
    a. check the forward movement by placing the right foot flat on the ground naturally, using the heel as a brake; and
    b. swing the left arm forward and the right arm to the rear.

17. On the command SQUAD – TWO, squad members shall:
    a. take a half pace with the left foot, placing it flat on the ground; and
    b. swing the right arm forward and the left to the rear.

18. On the command SQUAD – THREE, squad members shall:
    a. bend the right knee, straightening it in double time; and
    b. simultaneously, cut the arms to the side as quickly as possible and assume the position of attention.

19. On the command SQUAD – HALT, the three movements are combined in quick time. The timing is called as "one, one-two."

20. The command QUICK – MARCH shall always be given to ensure that personnel step off in time with a band or another body of personnel which is already on the march. It is given on successive right feet of the group which is already moving, i.e., QUICK on the right foot of the marching personnel and MARCH on the next right foot.

21. The quick march is performed in a brisk and forceful manner. It may be desirable when marching long distances out of the general public eye to permit the members to relax. If so, the commander may order MARCH AT – EASE. The cadence and pace length remain unchanged, but the personnel may otherwise relax. The command to return to normal marching style is MARCH AT ATTEN – TION. Commanders shall not permit members to march at ease in public parade or ceremonies.

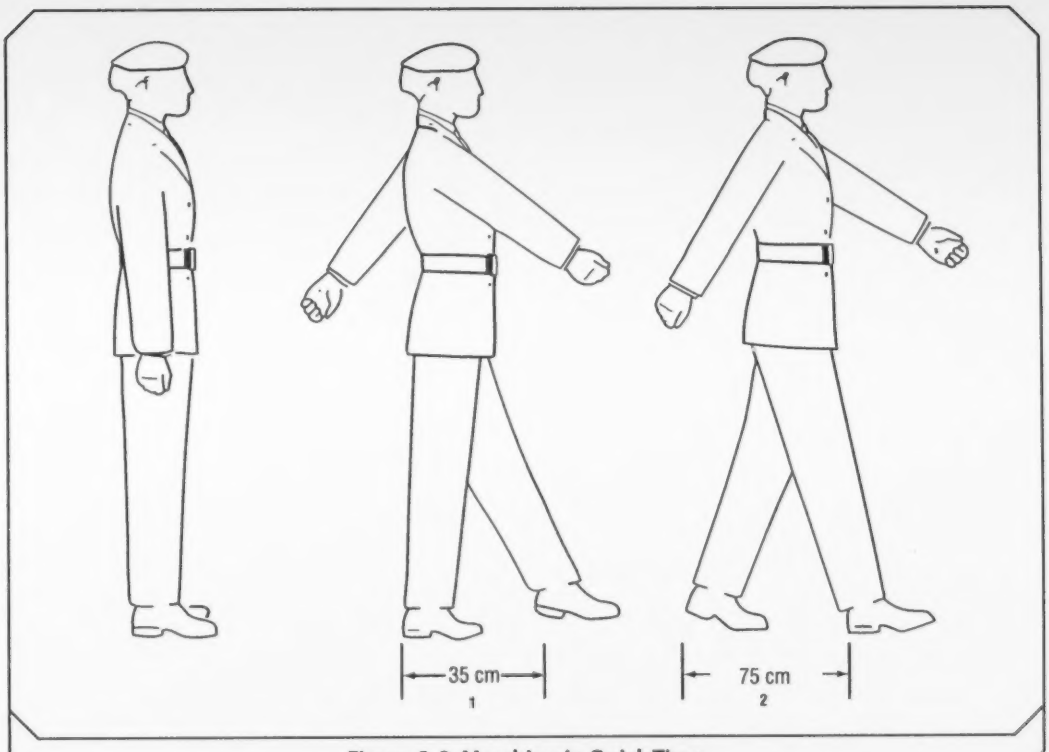


Figure 3-2 Marching in Quick Time

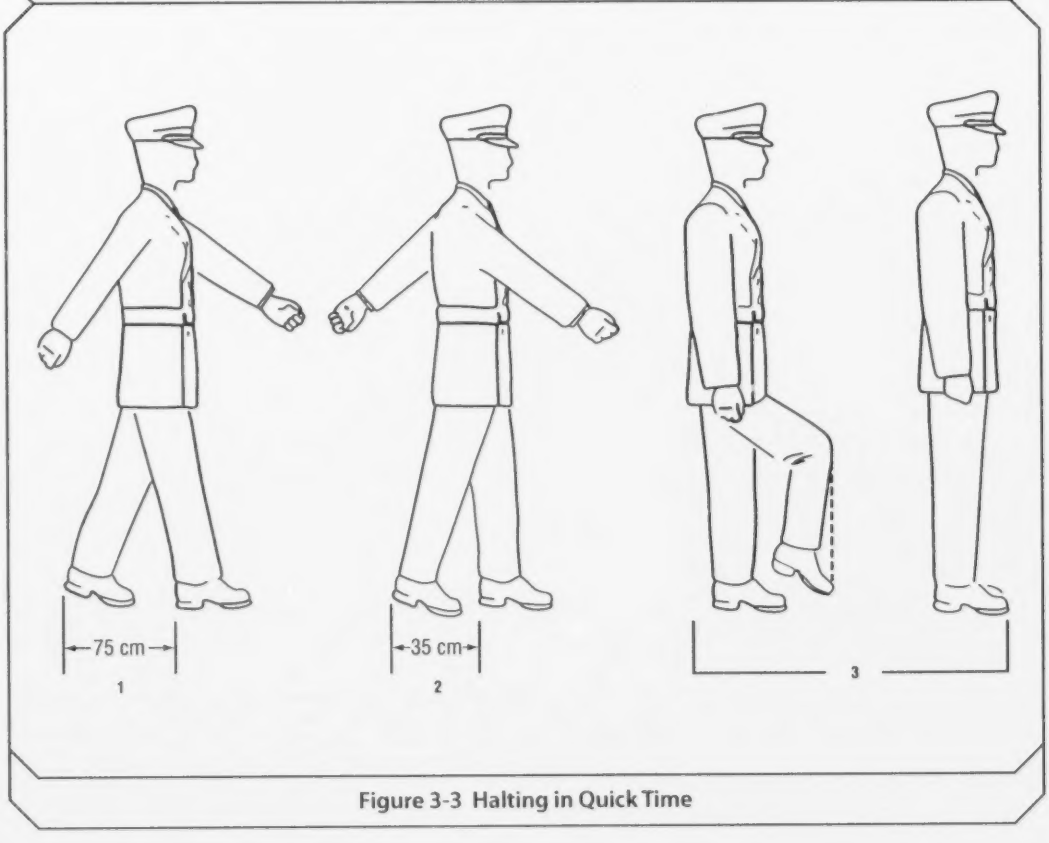


Figure 3-3 Halting in Quick Time

MARCHING AND HALTING IN DOUBLE TIME

22. As illustrated in Figure 3-4, on the command DOUBLE – MARCH, squad members shall:
    a. step off with the left foot and double on the balls of the feet with easy swinging strides, inclining the body slightly forward;
    b. raise the feet clear of the ground at each pace;
    c. bend the arms at the elbow and, with the hands closed, swing the arms naturally from the shoulder; and
    d. maintain dressing by the directing flank.

23. On the command SQUAD – HALT given as the left foot is forward and on the ground, squad members shall:
    a. complete two forward paces; and
    b. bring the right foot to the left after the second pace and simultaneously cut the arms to the sides and assume the position of attention.

24. It is normal to change into quick time before ordering HALT from double time.

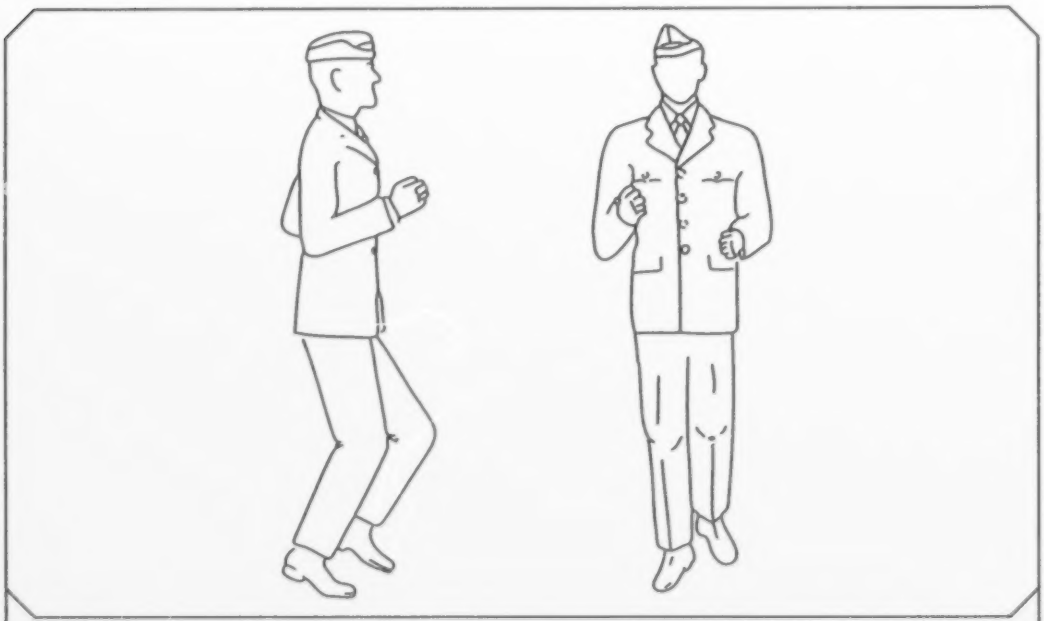


Figure 3-4 Marching in Double Time

MARCHING AND HALTING IN SLOW TIME

25. The slow march develops balance and good carriage and is traditionally part of ceremonial drill.

26. As illustrated in Figure 3-5, on the command SLOW – MARCH, squad members shall:
    a. Maintain the head and body erect and square to the front, arms steady at the sides, the neck firmly in the back of the collar.
    b. Shoot the left foot forward smoothly, with the toes just clear of the ground turned out slightly and pointing downwards. Then, without hesitation, complete a gliding half pace, with the ball of the left foot coming to the ground first. All subsequent paces are of standard

length and accomplished in the same manner as above. There is no hesitation between the shooting and gliding motions.

c. The leg that is forward is straightened as much as possible.

27. Until balance and coordination are achieved, the slow march may be taught initially by having the squad stroll along at a rate of 60 paces to the minute, arms held behind the back and with the toe pointed down, making sure consecutive movements of the feet are smooth and without hesitation. After further practice, the arms shall be held at the sides until the slow march is perfected.

28. As illustrated in Figure 3-6, on the command SQUAD HALT BY NUMBERS, SQUAD – ONE, given as the right foot is forward and on the ground, squad members shall take a further half pace with the left foot in slow time.

29. On the command SQUAD – TWO, squad members shall bend the right knee and bring the right foot forward in quick time and assume the position of attention.

30. On the command SQUAD – HALT, the two movements are combined. The timing is counted as "one-two".

31. The slow march is tiring over long distances and, therefore, is only used during the most important parts of ceremonies. During some funerals the circumstances may require marching in slow time for long distances without the normal change to quick time. The commander may then order FUNERAL – PACE. Cadence, pace and body posture remain unchanged, but the troops may change the formal gliding motion of the feet to a more relaxed walking motion. Care must be taken to keep ankles relaxed and avoid pointing toes up. Formal foot motion is resumed on the command ATTEN – TION.

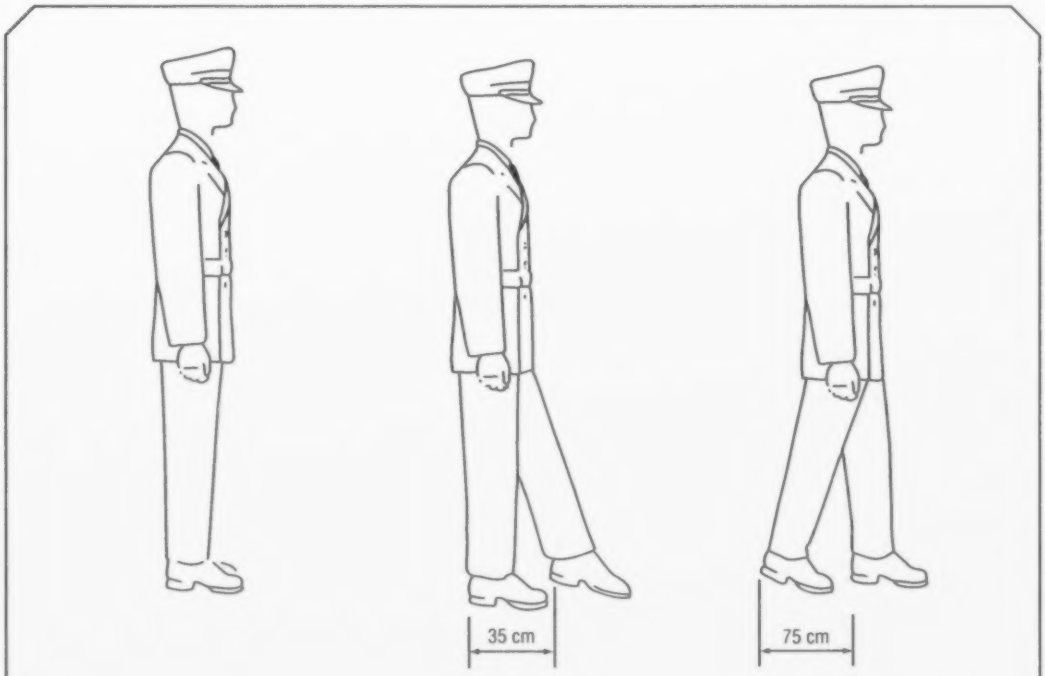


Figure 3-5 Marching in Slow Time

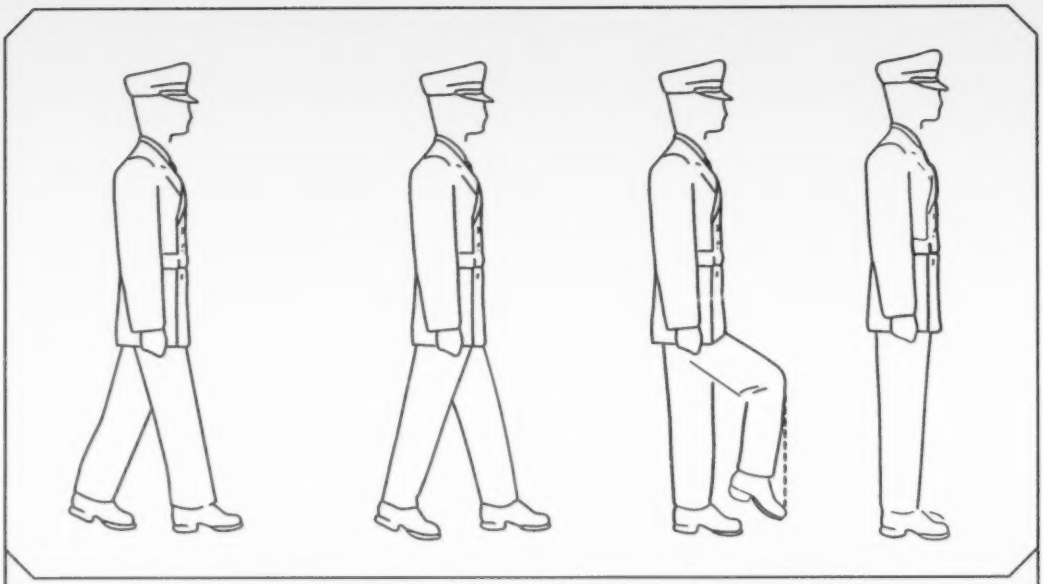


Figure 3-6 Halting in Slow Time

STEPPING OUT AND STEPPING SHORT

32. Stepping out is used to increase the distance to be covered without altering the cadence, and stepping short to decrease the distance to be covered without altering the cadence.

33. On the command STEP – OUT given as the left foot is forward and on the ground:
    a. the pace shall be lengthened by about 10 cm on the next left foot; and
    b. the squad shall continue to step out until the command QUICK – MARCH is ordered.

34. On the command QUICK – MARCH given as the left foot is forward and on the ground, the pace will be shortened to the normal length on the next left foot.

35. On the command STEP – SHORT given as the left foot is forward and on the ground:
    a. the pace shall be shortened by about 20 cm on the next left foot; and
    b. the squad shall continue to step short until the command QUICK – MARCH is ordered.

36. On the command QUICK – MARCH given as the left foot is forward and on the ground, the pace will be lengthened to the normal length on the next left foot.

MARK TIME, FORWARD AND HALT IN SLOW TIME

37. As illustrated in Figure 3-7, marking time is carried out at the same cadence as for marching. Only the legs are moved and the upper portion of the body remains in the position of attention with arms at the side.

38. On the command MARK TIME BY NUMBERS, SQUAD – ONE given as the right foot is forward on the ground, squad members shall:
    a. take a half pace with the left foot, placing the foot flat on the ground naturally; and

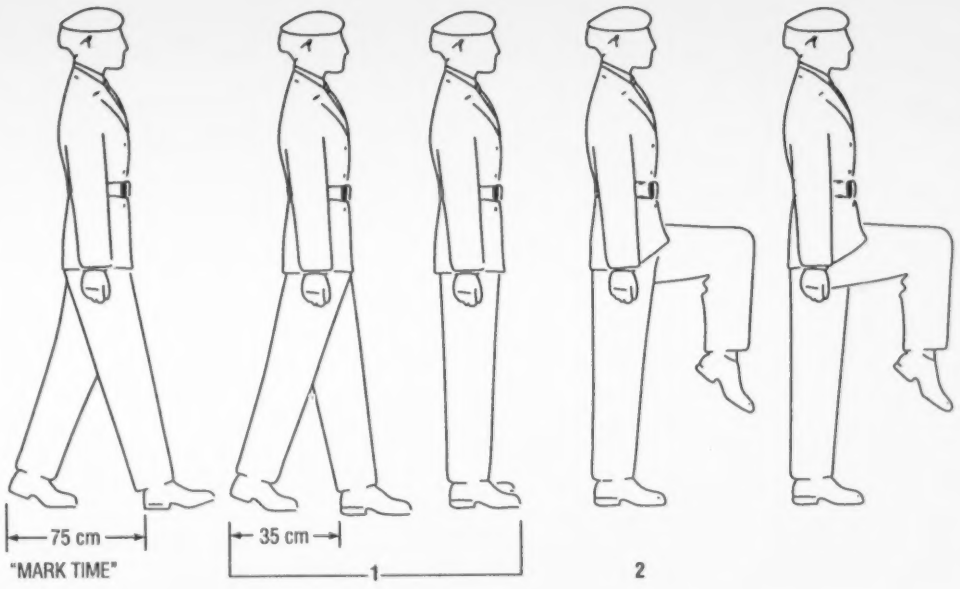


Figure 3-7 Marking Time in Slow Time

b. maintaining the same cadence, bring the right foot into the left in a straight leg manner, not scraping the ground, and assume the position of attention.

39. On the command SQUAD – TWO, squad members shall:
    a. bend the left knee so that the thigh is parallel to the ground and the foot at a natural angle;
    b. place the toe on the ground before the heel as the leg is lowered; and
    c. continue to mark time until the command FOR – WARD or HALT is given;
    d. avoid stamping feet.

40. On the command MARK – TIME, the two movements are combined.

41. The timing is:

    Count: LEFT – IN – LEFT – RIGHT – LEFT
    Foot: LEFT – RIGHT – LEFT – RIGHT – LEFT

42. On the command FOR – WARD given as the left foot is on the ground, squad members shall:
    a. maintaining the same cadence, straighten the right leg and assume the position of attention; and
    b. shoot the left foot forward in a half pace, with the toe just clear of the ground, and continue marching in slow time.

43. On the command SQUAD – HALT given as the left foot is on the ground, squad members shall straighten the right leg in quick time and assume the position of attention.

44. The timing for the halt is counted as "one" in quick time.

45. To mark time from the halt the command shall be, SLOW MARK – TIME.

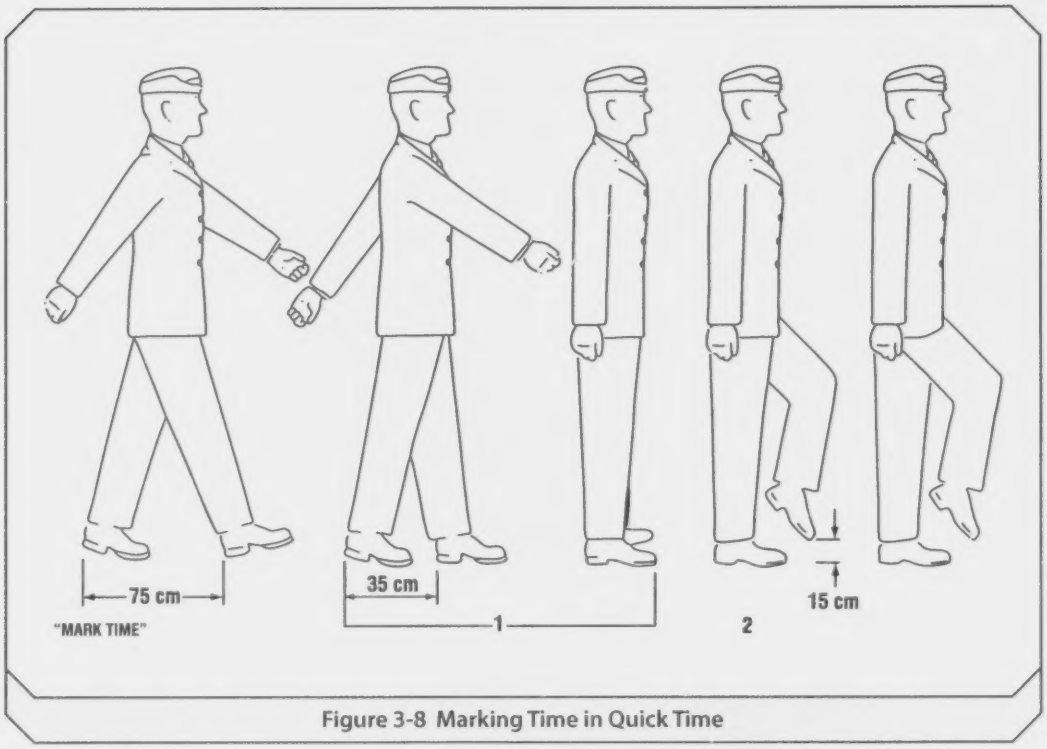


Figure 3-8 Marking Time in Quick Time

MARK TIME, FORWARD AND HALT IN QUICK TIME

46. Marking time in quick time is carried out at the same cadence as for marching (Figure 3-8).

47. On the command MARK TIME BY NUMBERS, SQUAD – ONE given as the right foot is on the ground, squad members shall:
    a. take a half pace with the left foot, placing the foot flat on the ground naturally;
    b. bring the right foot into the left in a straight leg manner, not scraping the ground;
    c. simultaneously, cut the arms to the sides and assume the position of attention; and
    d. maintain the same cadence.

48. On the command SQUAD – TWO, squad members shall:
    a. bend the left knee;
    b. place the toe on the ground before the heel as the leg is lowered; and
    c. continue to mark time until the command FOR – WARD or HALT is given.

49. On the command MARK – TIME, the two movements are combined.

50. The timing is:

    Count: LEFT – IN – LEFT – RIGHT – LEFT
    Foot: LEFT – RIGHT – LEFT – RIGHT – LEFT

51. On the command FOR – WARD given as the left foot is on the ground, squad members shall:
    a. straighten the right leg and assume the position of attention;
    b. shoot the left foot forward in a half pace; and
    c. continue marching in quick time, swinging the right arm forward and the left to the rear.

52. On the command SQUAD – HALT given as the left foot is on the ground, squad members shall:
    a. take a further mark time pace with the right foot;
    b. take a further mark time pace with the left foot; and
    c. straighten the right leg in double time and assume the position of attention.

53. The timing for the halt is counted "one, one-two".

54. To mark time from the halt the command shall be, QUICK MARK – TIME.

WHEELS

55. As illustrated in Figure 3-9, on the command RIGHT (LEFT) – WHEEL, the leading file of threes wheels around one quarter of the circumference of a circle having a radius of 1.25 m, changing direction by 90 degrees.

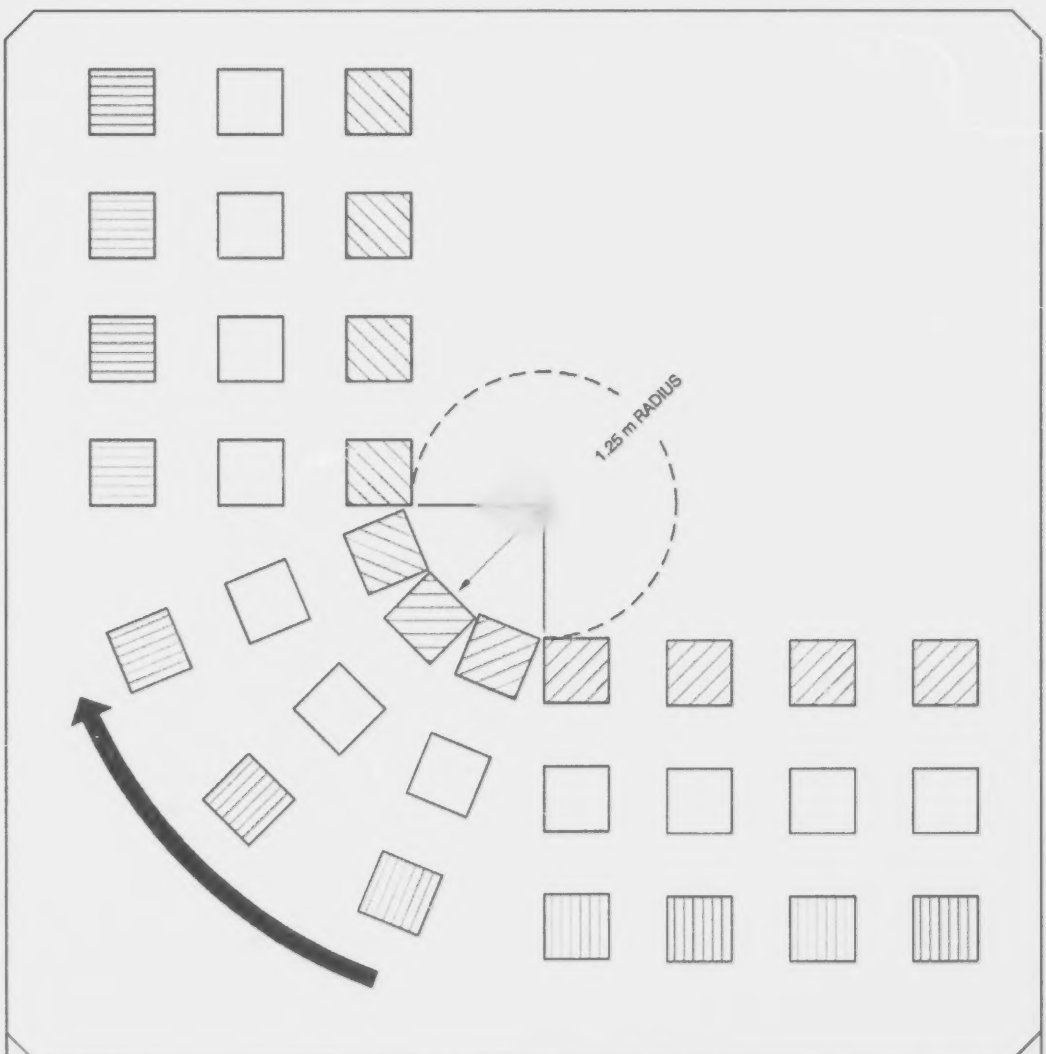


Figure 3-9 Wheeling

56. The inner rank shall step short, the center rank shall maintain the length of pace and the outside rank shall step out, without altering the cadence, to enable the file to wheel in line.

57. Dressing is maintained by the inner flank while wheeling. The head will be kept to the front.

58. When the leading file has wheeled 90 degrees, it shall march in the new direction, resuming the normal pace. On completion of the wheel, the directing flank shall be confirmed or indicated by order, BY THE RIGHT (LEFT), normally maintaining the directing flank noted in paragraph 11.

59. The remaining files shall follow the lead file, wheeling at exactly the same point.

60. If the squad is ordered to halt or mark time, and only part of the squad has completed the wheel, the squad shall remain in this position unless the command REAR FILES – COVER is ordered. On the command REAR FILES – COVER, by taking short quick paces with the left foot first, the files at the rear cover off the files that are facing the new direction.

61. When it is desired to wheel less than an angle of 90 degrees, the command FOR – WARD is ordered when the leading file is facing the required direction.

CHANGE STEP ON THE MARCH

62. In slow time, on the command CHANGE STEP BY NUMBERS, SQUAD – ONE given as the right foot is forward and on the ground, squad members shall:
    a. complete a half pace with the left foot;
    b. force the weight forward on the left foot; and
    c. raise the right heel off the ground.

63. On the command SQUAD – TWO, squad members shall:
    a. bring the right foot forward in quick time by bending the right knee;
    b. straighten the right leg in quick time and place the right foot smartly beside the left; and
    c. as the right foot strikes the ground, shoot the left foot forward in a half pace just above the ground with the toe pointed down as in slow time.

64. On the command SQUAD – THREE, squad members shall complete the glide pace with the left foot and carry on slow marching.

65. On the command CHANGE – STEP, the three movements are combined. The timing is counted as "left, right, left" in quick time, thus maintaining slow march cadence while changing the step.

66. In quick time (Figure 3-10), on the command CHANGE STEP BY NUMBERS SQUAD – ONE given as the right foot is forward and on the ground, squad members shall:
    a. complete a half pace with the left foot;
    b. swing the right arm forward;
    c. swing the left arm to the rear;
    d. force the weight forward on the left foot; and
    e. raise the right heel off the ground.

67. On the command SQUAD – TWO, squad members shall:
    a. cut the arms to the side as in the position of attention;
    b. bring the right foot forward in double time by bending the right knee;
    c. straighten the right leg in double time and place the right foot smartly beside the left; and
    d. as the right foot strikes the ground, shoot the left foot forward in a half pace, landing on the heel with the toe up.

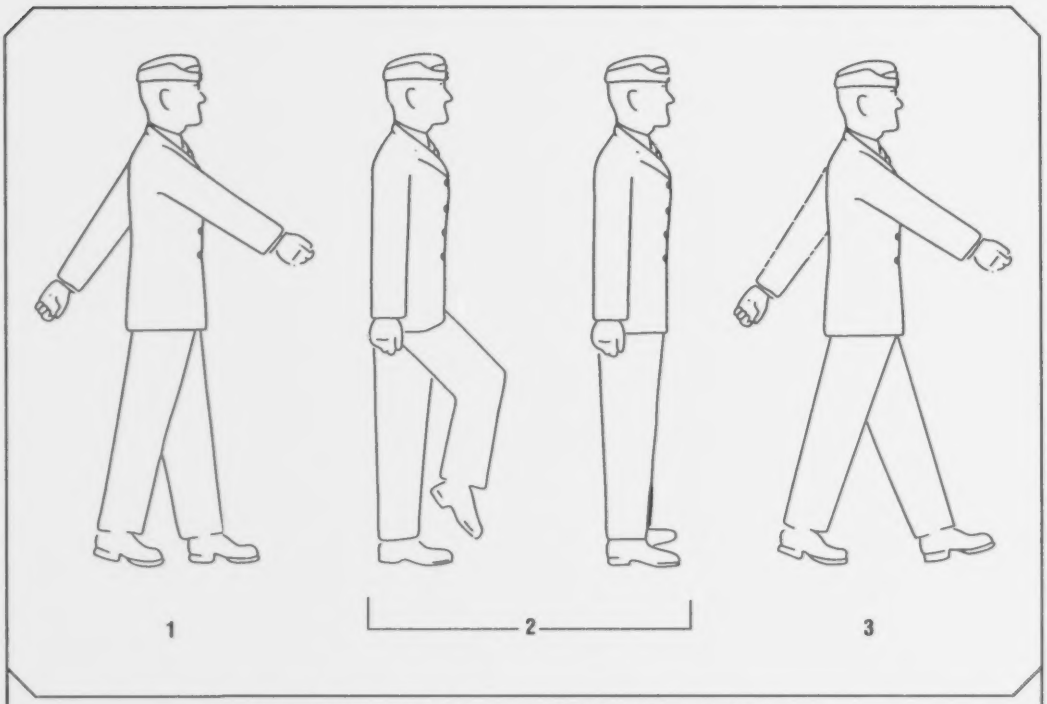


Figure 3-10 Change Step on the March in Quick Time

68. On the command SQUAD – THREE, squad members shall:
    a. swing the right arm forward;
    b. swing the left arm to the rear; and
    c. continue marching in quick time.

69. On the command CHANGE – STEP, the three movements are combined. The timing is counted, as "left, right, left" in double time, thus maintaining quick march cadence.

CHANGE STEP WHEN MARKING TIME

70. In slow time or quick time, on the command CHANGE – STEP given as the right foot is on the ground, squad members shall:
    a. take two successive mark time paces with the left foot; and
    b. continue marking time.

71. The timing is counted as "left, left-right" in the same cadence as marking time.

FORM HOLLOW SQUARE

72. The squad shall be in line in three ranks prior to forming hollow square (Figure 3-11).

73. On the command FORM HOLLOW SQUARE, CENTRE RANK RIGHT, REAR RANK LEFT – TURN, the squad acts as ordered.

74. On the command CENTRE RANK LEFT WHEEL, REAR RANK RIGHT WHEEL, QUICK – MARCH, the squad acts as ordered.

75. The command MARK – TIME shall be given when the rear individuals of the centre and rear ranks are one pace in front of the front rank.

76. On the command SQUAD – HALT, the squad acts as ordered.

77. On the command CENTRE RANK LEFT, REAR RANK RIGHT – TURN, the squad acts as ordered.

78. The reverse procedure is used to reform the squad into three ranks.

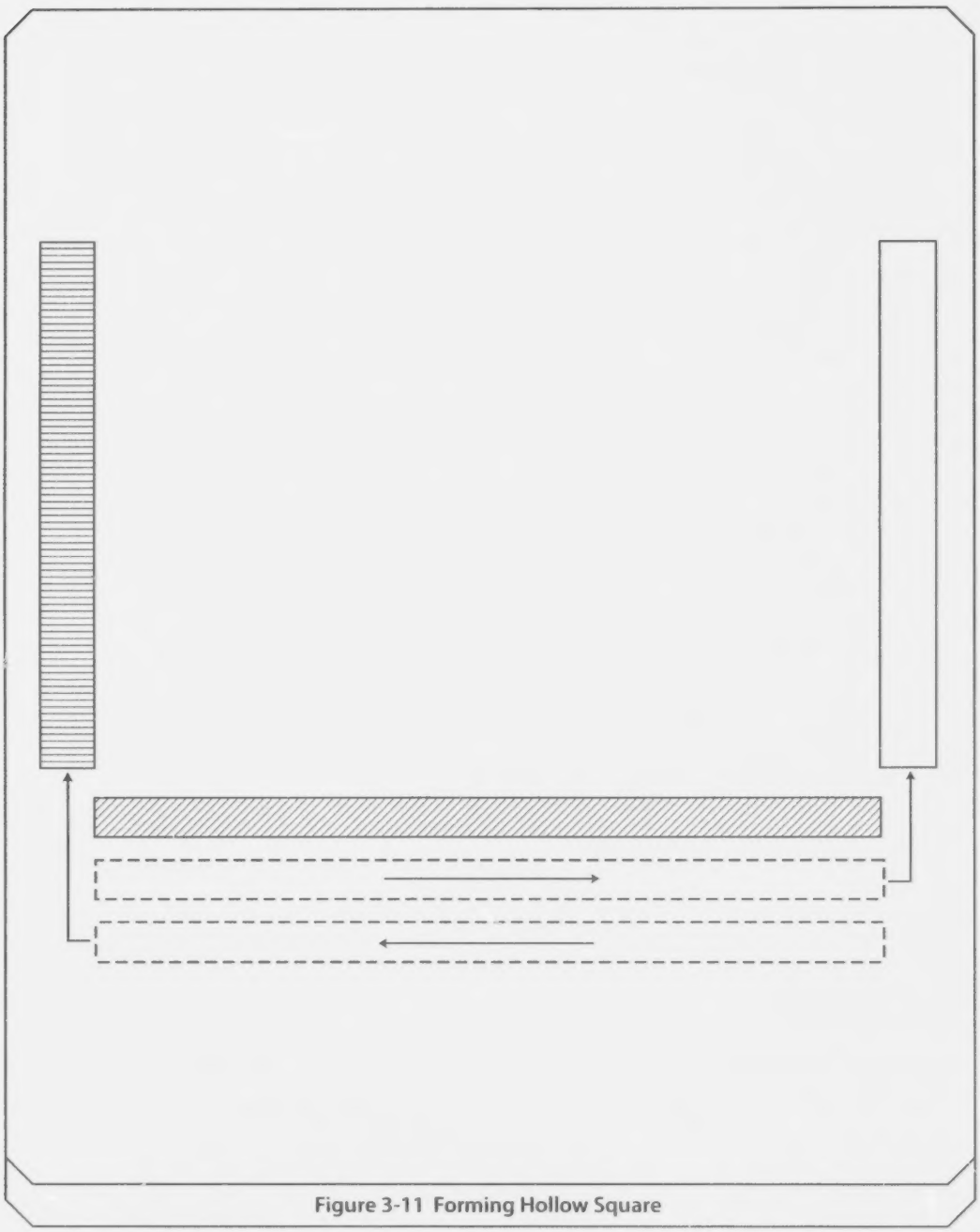


Figure 3-11 Forming Hollow Square

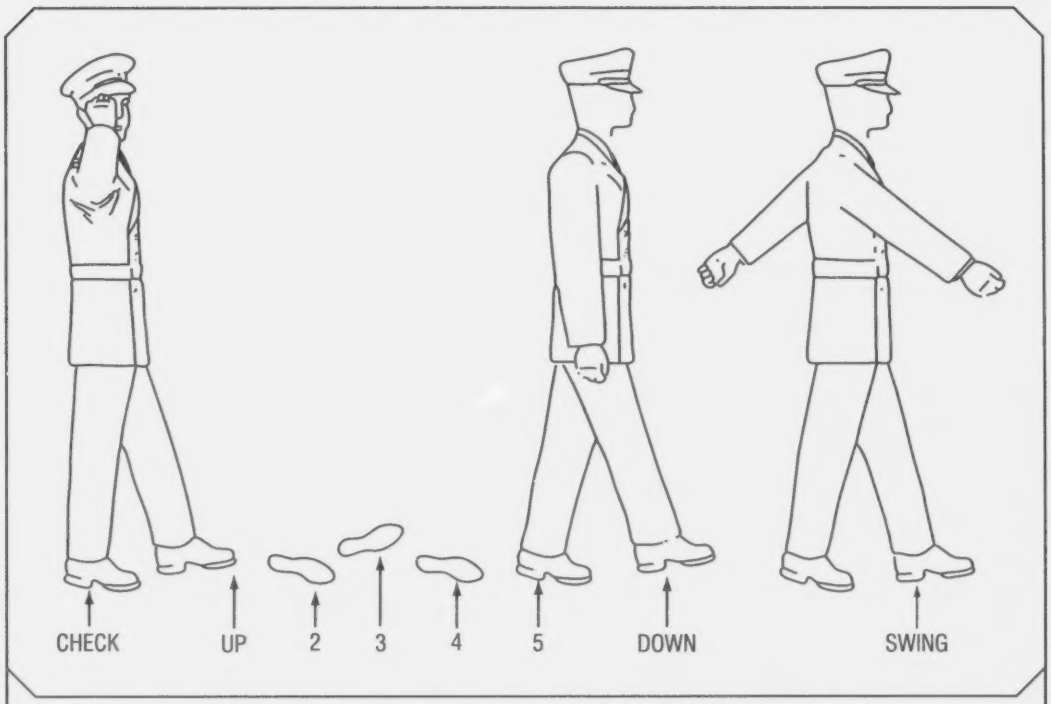


Figure 3-12 Saluting on the March

SALUTE ON THE MARCH

79. The movements of the salute to the front and to a flank shall be executed as described in Saluting, at the Halt, pages 51 and 52.

80. When a member salutes on the march, he/she shall commence the drill movement five paces before reaching an officer, look directly into the officer's eyes by turning his/her head in the required direction on the commencement of the salute, and complete the salute one pace beyond him/her. This permits the officer to return the salute before the member has passed (Figure 3-12).

81. On the command TO THE RIGHT (LEFT) SALUTE BY NUMBERS, SQUAD – ONE given as the left foot is forward and on the ground, squad members shall:
    a. complete the next pace with the right foot; and
    b. swing the left arm forward and the right arm to the rear normally.

82. On the command SQUAD –TWO, squad members shall:
    a. complete the next pace with the left foot;
    b. cut the left arm to the side; and
    c. cut the right arm forward to the side and then up into the salute in one continuous movement. While saluting, the head is turned right (left) as far as possible without straining as appropriate.

83. On the command SQUAD – THREE, squad members shall complete four paces in quick time, ending with the left foot forward.

84. On the command SQUAD – FOUR, squad members shall:
    a. complete a pace with the right foot; and
    b. cut the right arm to the side.

85. On the command SQUAD – FIVE, squad members shall continue marching.

86. On the command TO THE RIGHT (LEFT) – SALUTE, the movements are combined.

87. The timing for the salute is counted as follows:

Count:	CHECK – UP – TWO – THREE – FOUR – FIVE – DOWN – SWING
Foot:	RIGHT – LEFT – RIGHT – LEFT – RIGHT – LEFT – RIGHT – LEFT

88. When teaching by numbers, on all commands the weight of the body is on the forward foot with the rear heel off the ground; however on the command SQUAD – TWO, the weight is on the rear foot with the toe up. The squad shall call the time in accordance with paragraph 87.

PAYING UNIT COMPLIMENTS WITH A SQUAD ON THE MARCH

89. As illustrated in Figure 3-13, on the command EYES – RIGHT (LEFT), given as the left foot is forward and on the ground:
    a. squad members shall complete the next pace forward with the right foot and, as the left foot comes forward again and strikes the ground, turn the head and eyes to the right (left) as far as possible without straining and look directly into the eyes of the personage being saluted;
    b. squad members shall continue swinging arms;
    c. the leading person on the directing flank shall maintain head and eyes to the front to keep direction; and
    d. the person in command of the squad salutes.

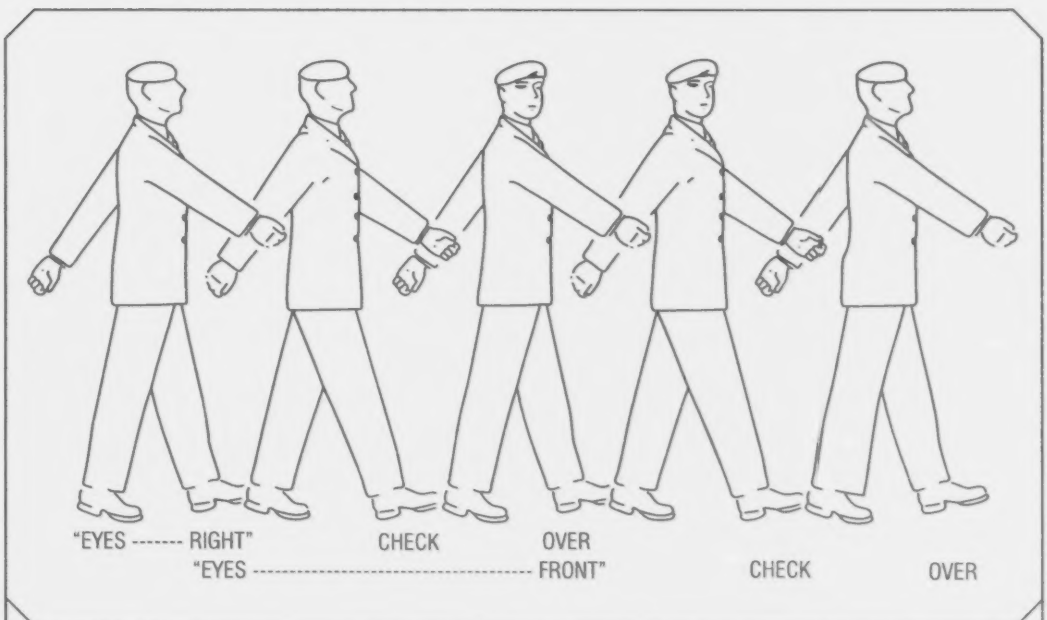


Figure 3-13 Eyes Right on the March

90. On the command EYES – FRONT given as the left foot is forward and on the ground:
    a. squad members shall complete the next pace forward with the right foot and, as the left foot comes forward again and strikes the ground, cut the head and eyes smartly to the front; and
    b. the person in command of the squad completes the salute on the right foot by checking his/her arms to his/her sides and commences to swing his/her arms on the following pace with the left foot.

TURNS AND INCLINES ON THE MARCH IN SLOW TIME

91. Turns and inclines on the march are executed to change direction (see Figure 3-14).

92. On the command LEFT TURN BY NUMBERS, SQUAD – ONE given as the right foot is forward and on the ground, squad members shall complete a half pace with the left foot and freeze.

93. On the command SQUAD – TWO, squad members shall:
    a. bend the right knee so the upper leg is parallel to the ground;
    b. using the momentum of the knee, force the shoulders 90 degrees to the left to face the new direction, while simultaneously pivoting on the ball of the left foot 90 degrees to the left;
    c. straighten the right leg as in the position of attention;
    d. immediately shoot the left foot forward in a half pace with the toe just clear of the ground;
    e. keep the body and head held up; and
    f. keep the arms, body and head steady.

94. On the command SQUAD – THREE, squad members shall complete the half pace with the left foot and continue marching.

95. On the command LEFT – TURN, the three movements are combined into one continuous movement and the cadence is maintained.

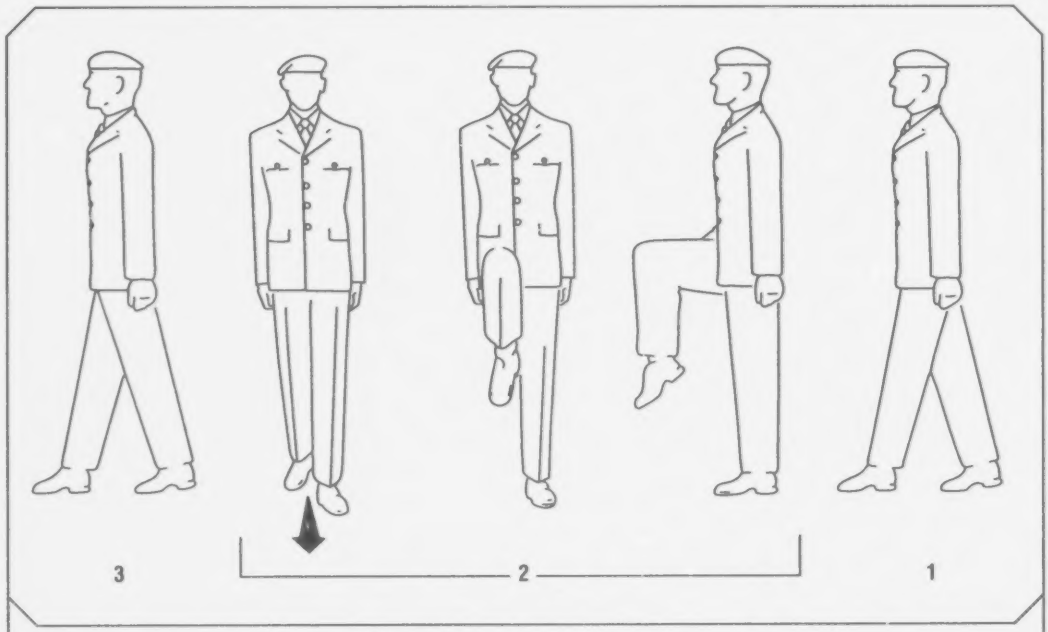


Figure 3-14 Turns in Slow Time

96. The timing is:

Count:	CHECK – PIVOT – LEFT – RIGHT – LEFT
Foot:	LEFT – RIGHT – LEFT – RIGHT – LEFT

97. On the command LEFT IN – CLINE, the drill described for turning to the left is followed except that the turn is made through 45 degrees.

98. On the command RIGHT TURN BY NUMBERS, SQUAD – ONE given as the left foot is forward and on the ground, squad members shall complete a half pace with the right foot.

99. On the command SQUAD – TWO, squad members shall:
    a. bend the left knee so the upper leg is parallel to the ground;
    b. using the momentum of the knee, force the shoulders 90 degrees to the right to face the new direction, while simultaneously pivoting on the ball of the right foot 90 degrees to the right;
    c. straighten the left leg as in the position of attention;
    d. immediately shoot the right foot forward in a half pace with the toe just clear of the ground;
    e. keep the body and head held up; and
    f. keep the arms, body, and head steady.

100. On the command SQUAD – THREE, squad members shall complete the half pace with the right foot and continue marching.

101. On the command RIGHT – TURN, the three movements are combined into one continuous movement and the cadence is maintained.

102. The timing is:

Count:	CHECK – PIVOT – RIGHT – LEFT – RIGHT
Feet:	RIGHT – LEFT – RIGHT – LEFT – RIGHT

103. On the command RIGHT IN – CLINE, the drill described for turning to the right is followed except that the turn is made through 45 degrees.

TURNS AND INCLINES ON THE MARCH IN QUICK TIME

104. Turns and inclines on the march are executed to change direction (see Figure 3-15).

105. On the command LEFT TURN BY NUMBERS, SQUAD – ONE, given as the right foot is forward and on the ground, squad members shall complete a half pace with the left foot with the right arm swung forward and the left to the rear.

106. On the command SQUAD – TWO, squad members shall:
    a. cut the arms to the side as in the position of attention;
    b. bend the right knee;
    c. using the momentum of the knee, force the shoulders 90 degrees to the left to face the new direction, while simultaneously pivoting on the ball of the left foot 90 degrees to the left;
    d. straighten the right leg as in the position of attention;
    e. immediately shoot the left foot forward in a half pace with the toe just clear of the ground;
    f. keep the body and head held up; and
    g. keep the arms, body and head steady.

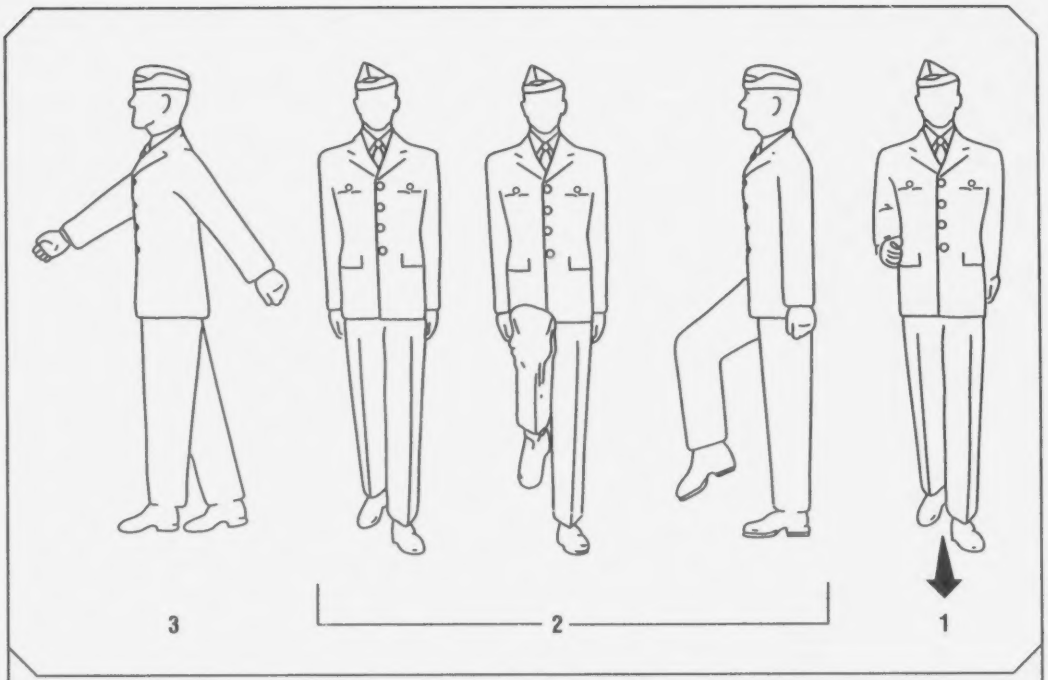


Figure 3-15 Turns in Quick Time

107. On the command SQUAD – THREE, squad members shall complete the half pace with the left foot and continue marching (swinging the arms).

108. On the command LEFT – TURN, the three movements are combined into one continuous movement and the cadence is maintained.

109. The timing is:

Count:	CHECK – PIVOT – LEFT – RIGHT – LEFT
Feet:	LEFT – RIGHT – LEFT – RIGHT – LEFT

110. On the command LEFT IN – CLINE, the drill described for turning to the left is followed except that the turn is made to 45 degrees.

111. On the command RIGHT TURN BY NUMBERS, SQUAD – ONE given as the left foot is forward and on the ground, squad members shall complete a half pace with the right foot, swing the left arm forward and the right to the rear.

112. On the command SQUAD – TWO, squad members shall:
   a. cut the arms to the side as in the position of attention;
   b. bend the left knee;
   c. using the momentum of the knee, force the shoulders 90 degrees to the right to face the new direction, while simultaneously pivoting on the ball of the right foot 90 degrees to the right;
   d. straighten the left leg as in the position of attention;
   e. immediately shoot the right foot forward in a half pace with the toe just clear of the ground;
   f. keep the body and head held up; and
   g. keep the arms, body and head steady.

113. On the command SQUAD – THREE, squad members shall complete the half pace with the right foot and continue marching.

114. On the command RIGHT – TURN, the three movements are combined into one continuous movement and the cadence is maintained.

115. The timing is counted as:

Count: CHECK – PIVOT – RIGHT – LEFT – RIGHT
Feet: RIGHT – LEFT – RIGHT – LEFT – RIGHT

116. On the command RIGHT IN – CLINE, the drill described for turning to the right is followed, except that the turn is made to 45 degrees.

ABOUT TURN ON THE MARCH IN SLOW TIME

117. On the command ABOUT TURN BY NUMBERS, SQUAD – ONE given as the right foot is forward and on the ground (Figure 3-16), squad members shall:
   a. take a half pace with the left foot placing the foot flat on the ground naturally;
   b. bring the right foot in to the left, in a straight-leg manner without scraping the ground, to the position of attention;
   c. maintain the same cadence; and
   d. keep the arms to the side.

118. On the command SQUAD – TWO, squad members shall:
   a. maintain the arms at the sides;
   b. pivot on the ball of the right foot to force the body through a turn of 90 degrees to the right;
   c. simultaneously, bend the left knee so that the thigh is parallel to the ground; and
   d. lower the leg smartly to the ground to assume the position of attention.

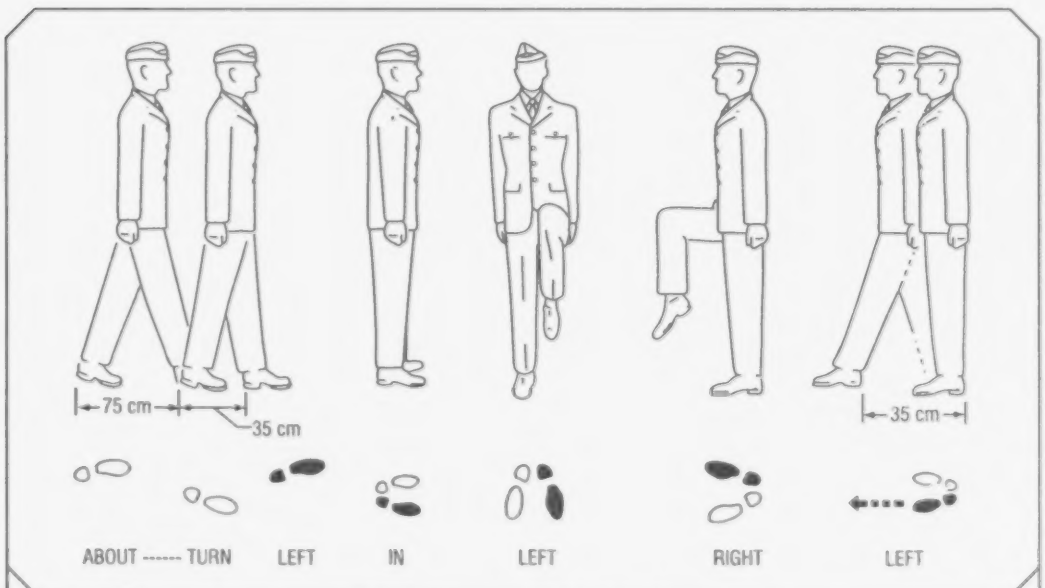


Figure 3-16 About Turn in Slow Time

119. On the command SQUAD – THREE, squad members shall:
   a. maintain the arms at the sides;
   b. pivot on the ball of the left foot to force the body through a turn of 90 degrees to the right;
   c. simultaneously, bend the right knee so that the thigh is parallel to the ground; and
   d. lower the leg smartly to the ground to assume the position of attention.

120. On the command SQUAD – FOUR, squad members shall step off in slow time with a half pace with the left foot in the new direction.

121. On the command ABOUT – TURN, the four movements are combined and the cadence is maintained.

122. The timing is:
   Count: LEFT – IN – LEFT – RIGHT – LEFT
   Feet: LEFT – RIGHT – LEFT – RIGHT – LEFT

ABOUT TURN ON THE MARCH IN QUICK TIME

123. On the command ABOUT TURN BY NUMBERS, SQUAD – ONE given as the right foot is forward and on the ground (Figure 3-17), squad members shall:
   a. take a half pace with the left foot, placing the foot flat on the ground naturally;
   b. bring the right foot in to the left, in a straight-leg manner above the ground, to the position of attention;
   c. simultaneously, cut the right arm down and the left in from the rear as the right foot comes in; and
   d. maintain the cadence.

124. On the command SQUAD –TWO, squad members shall:
   a. maintain the arms at the sides;
   b. pivot on the ball of the right foot to force the body through a turn of 90 degrees to the right;
   c. simultaneously, bend the left knee; and
   d. lower the leg smartly to the ground to assume the position of attention.

125. On the command SQUAD – THREE, squad members shall:
   a. maintain the arms at the sides;
   b. pivot on the ball of the left foot to force the body through a turn of 90 degrees to the right;
   c. simultaneously, bend the right knee; and
   d. lower the leg smartly to the ground to assume the position of attention.

126. On the command SQUAD – FOUR, squad members shall step off in quick time with a half pace with the left foot in the new direction.

127. On the command ABOUT – TURN, the four movements are combined and the cadence is maintained.

128. The timing is:
   Count: LEFT – IN – LEFT – RIGHT – LEFT
   Feet: LEFT – RIGHT – LEFT – RIGHT – LEFT

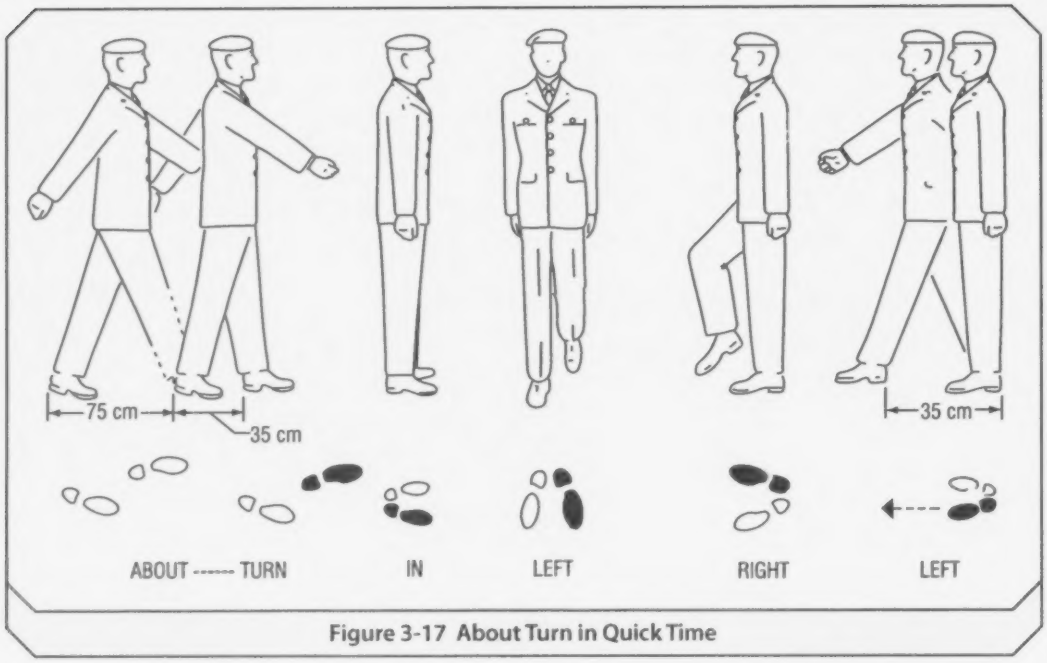


Figure 3-17 About Turn in Quick Time

129. When a blank file of one person exists in a squad which is in line, the person shall commence to step short on the cautionary word of command RETIRE (ADVANCE), and execute the about turn with the new leading rank on the executive word TURN.

CHANGE TO QUICK TIME FROM SLOW TIME

130. On the command CHANGE TO QUICK TIME, QUICK – MARCH given as the right foot is forward and on the ground, squad members shall step forward with the left foot in quick time, swinging the right arm forward and the left arm to the rear.

CHANGE TO DOUBLE TIME FROM QUICK TIME

131. On the command CHANGE TO DOUBLE TIME, DOUBLE – MARCH given as the right foot is forward and on the ground, squad members shall step forward with the left foot in double time and with the arms in the position for marching in double time.

CHANGE TO QUICK TIME FROM DOUBLE TIME

132. On the command CHANGE TO QUICK TIME, QUICK – MARCH given as the right foot is forward and on the ground, squad members shall shorten the pace to the standard quick march length while completing four more paces in double time and then break into quick time.

CHANGE TO SLOW TIME FROM QUICK TIME

133. On the command CHANGE TO SLOW TIME, SLOW MARCH BY NUMBERS, SQUAD – ONE given as the right foot is forward and on the ground, squad members shall complete a half pace with the left foot, with the right arm swung forward and the left arm to the rear.

134. On the command SQUAD – TWO, squad members shall cut the arms to the sides as in the position of attention. The right foot is brought forward in double time, the right knee is bent and the right foot placed smartly beside the left. As the right foot strikes the ground, the left foot is shot forward in a half pace just above the ground with the toe pointing down as in slow time.

135. On the command SQUAD – THREE, squad members shall complete the half pace with the left foot and carry on marching in slow time.

136. On the command CHANGE TO SLOW TIME, SLOW – MARCH, the three movements are combined. The timing is counted as "left, right, left" in double time.

THE COLOUR PARTY

COMPOSITION OF A COLOUR PARTY

1. The composition of a Colour party carrying one Colour (Figure 8-2-1) shall be:
   a. Colour officer – one junior officer; and
   b. Colour escorts – two firefighters (if necessary);

2. The composition of a Colour party carrying two Colours (Figure 8-2-2) shall be:
   a. Colour officers – two junior officers; and
   b. Colour escorts – three firefighters;

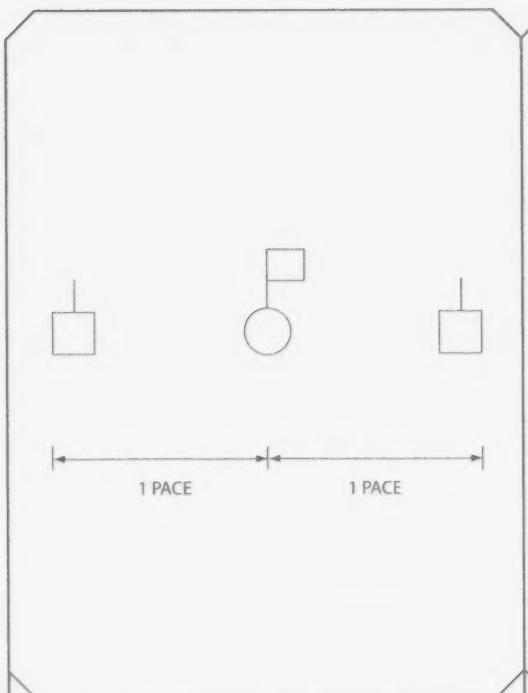


Figure 8-2-1 Colour Party for One Colour

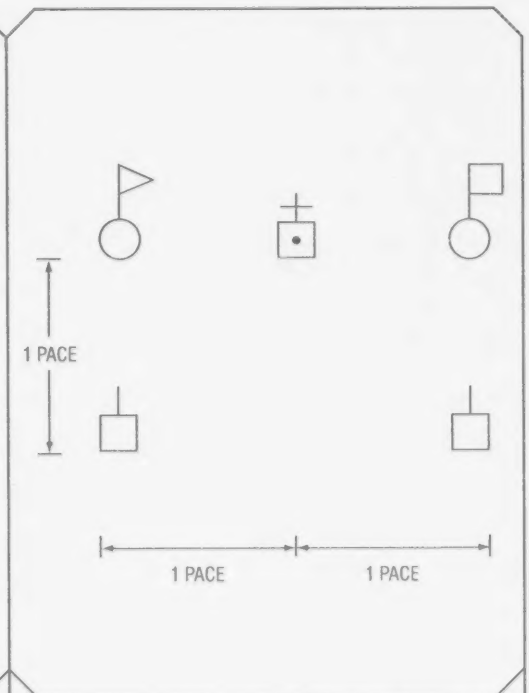


Figure 8-2-2 Colour Party for Two Colours

EQUIPMENT

3. The details of the Colour pike and belt are shown in Figure 8-2-3.

4. The Colour bearer wears the Colour belt over the left shoulder.

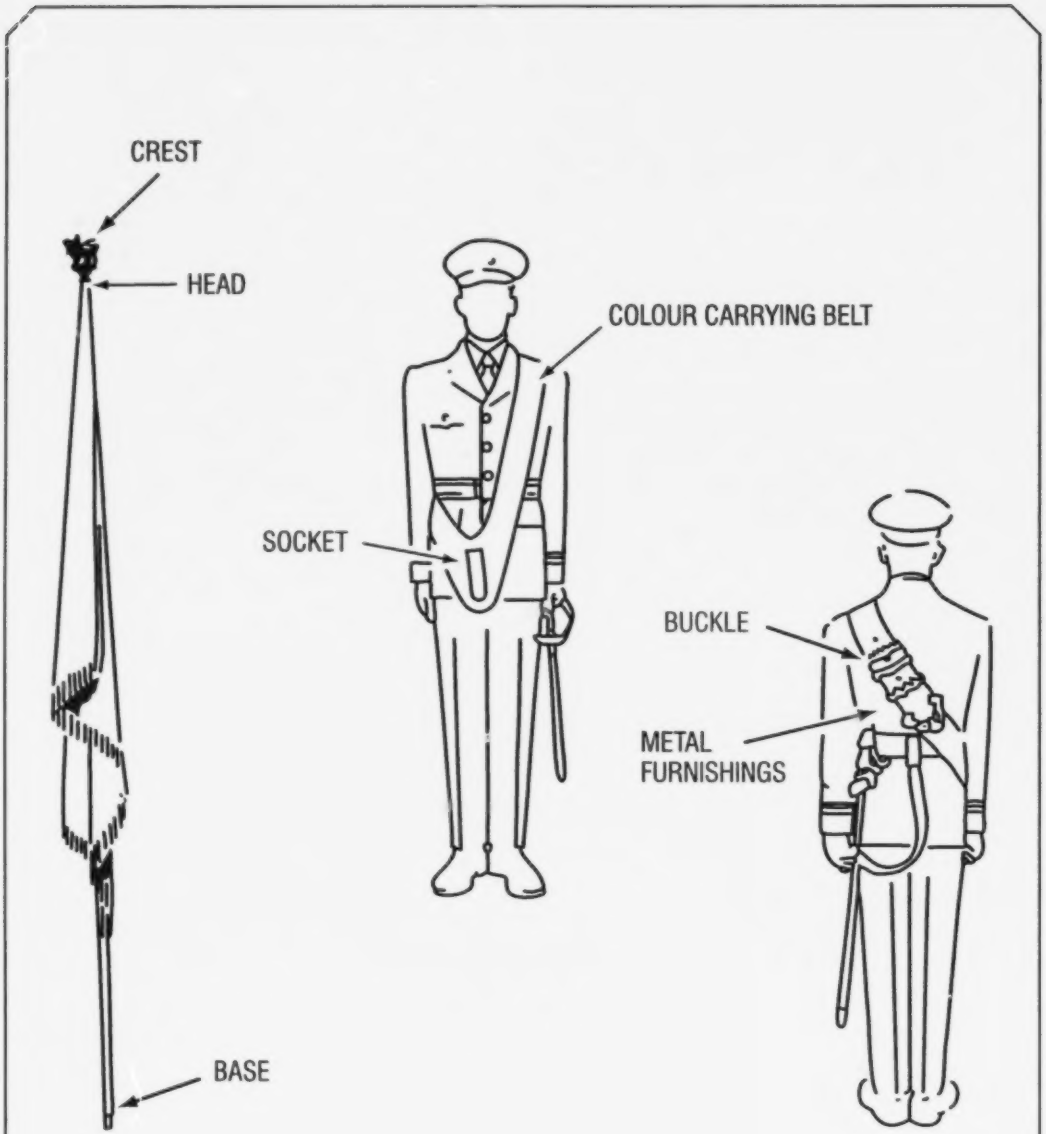


Figure 8-2-3 Details of the Colour Pike and Belt

PART 8

COLOUR DRILL

GENERAL

1. Colour drill shall be executed with a standard pause between movements.

2. A cased Colour shall be held in the order position at the halt and carried in the slope position on the march. A cased Colour is never held at the carry.

3. An uncased Colour is never sloped at the halt; it shall be at the carry or the order.

4. On the march, an uncased Colour always shall be carried at the slope, except when on the review parade ground or when paying compliments. Then, it shall be at the carry.

5. During an inspection of personnel on parade the uncased Colour shall be at the carry.

POSITION OF THE ORDER

6. At the order (Figure 8-3-1):
   a. The Colour bearer is at attention.
   b. The pike is held vertical with the right hand, at the right side. The base of the pike is on the ground at the right side of the right foot, in line with the toe of the shoe.
   c. The pike and Colour are held with an all-round grasp of the right hand, back of the hand outwards, at the point of the pike where the lowest corner of the Colour reaches.
   d. The Colour shall hang naturally down the pike and shall not be stretched taut.
   e. The right elbow is at the side.
   f. The right wrist is directly in rear of the pike.

7. A cased Colour is held similarly except that the case is grasped in the right hand.

STAND AT EASE FROM THE ORDER

8. On the command STAND AT – EASE:
   a. move the left foot in the normal manner (Figure 8-3-2); and
   b. keep the Colour and pike unmoved in the same position as described for the order.

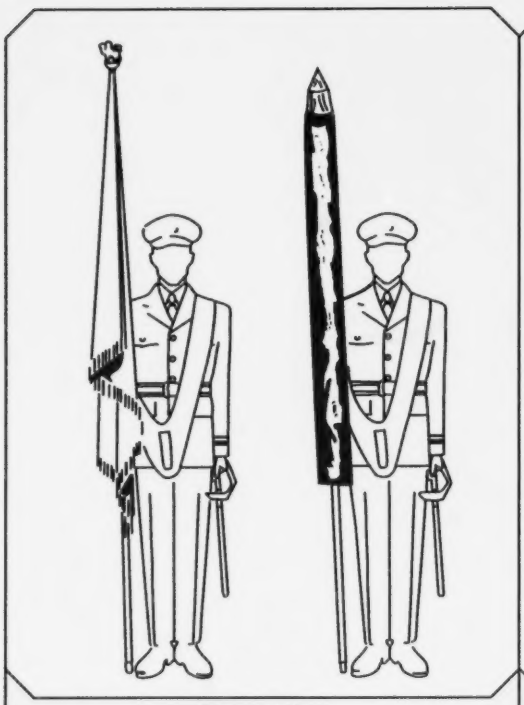


Figure 8-3-1
Position of the Order (Uncased and Cased)

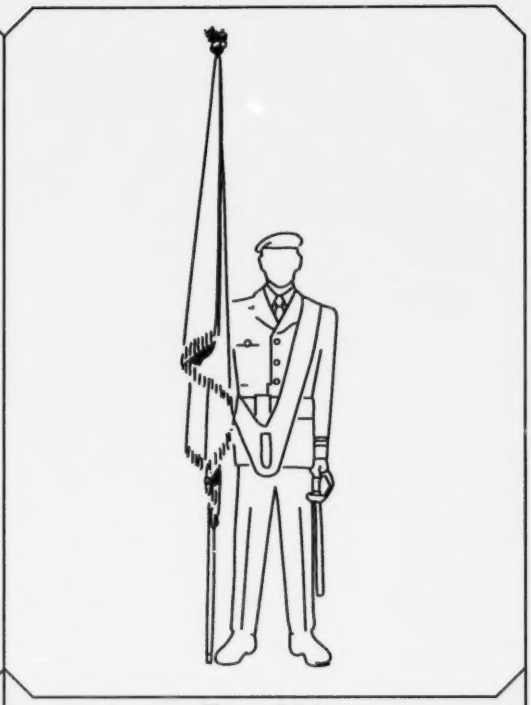


Figure 8-3-2
Stand at Ease

STAND EASY FROM STAND AT EASE

9. On the command STAND – EASY:
   a. the Colour and pike remain in the same position;
   b. the left arm is kept to the side; and
   c. the body is relaxed, but the feet and Colour are not moved.

10. The stand at ease position shall be resumed on the cautionary command SQUAD (GUARD) (etc.).

ORDER FROM STAND AT EASE

11. On the command ATTEN – TION, move the left foot in the normal manner.

CARRY FROM THE ORDER

12. On the command CARRY COLOUR(S) BY NUMBERS, SQUAD – ONE;
    a. with the right hand, raise the Colour to a vertical position in front of the centre of the body, keeping the base of the pike just clear of the socket, and the right forearm alongside the pike (Figure 8-3-3); and
    b. simultaneously, bring the left hand to the socket and guide the pike into the socket.

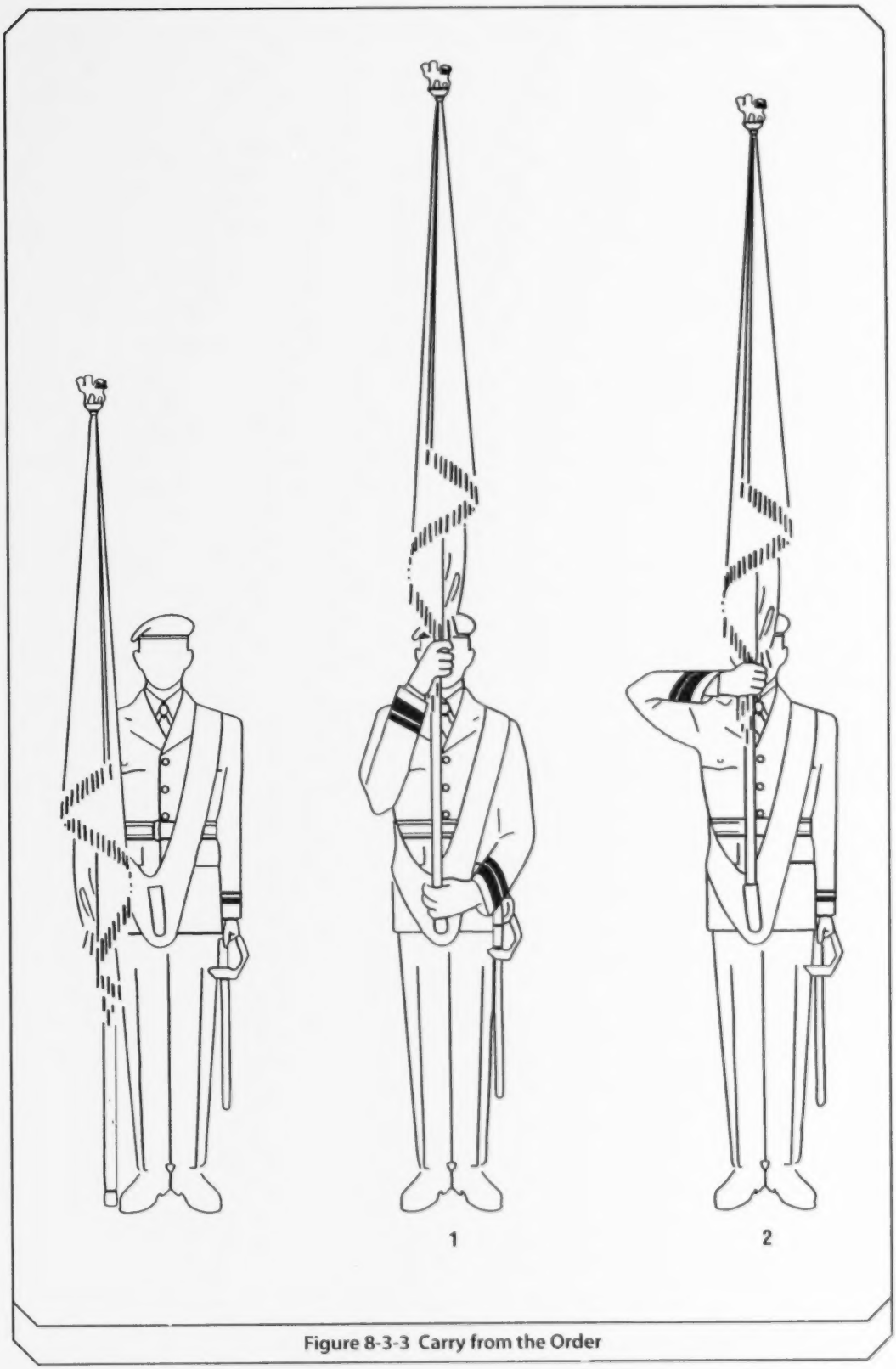


Figure 8-3-3 Carry from the Order

13. On the command SQUAD – TWO:
    a. bring the left hand to the position of the order;
    b. simultaneously raise the right forearm parallel to the ground; thus
    c. on completion of the movement:
        (1) the right hand is opposite the mouth,
        (2) the right forearm is parallel to the ground at right angles to the pike,
        (3) the wrist of the right arm is straight,
        (4) the back of the hand is outwards, and
        (5) the head and eyes are facing the front.

14. On the command CARRY – COLOUR, the two movements are combined. A standard pause shall be observed between the movements.

ORDER FROM THE CARRY

15. On the command ORDER COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. with the right hand raise the pike clear of the socket, bringing the right forearm from the horizontal position to a vertical position alongside the pike (Figure 8-3-4); and
    b. simultaneously, bring the left hand to the socket to steady the pike and belt.

16. On the command SQUAD – TWO:
    a. carry the Colour with the right hand to the position of the order;
    b. move the left hand across the body to steady the pike; thus
    c. on completion of the movement:
        (1) the back of the left hand shall be outwards,
        (2) the fingers of the left hand are extended and pointing to the right, and
        (3) the left forearm is parallel to the ground.

17. On the command SQUAD – THREE, cut the left hand to the side in the position of attention.

18. On the command ORDER – COLOUR, the three movements are combined. A standard pause shall be observed between the movements.

SLOPE FROM THE CARRY

19. On the command SLOPE COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. with the right hand raise the pike clear of the socket, bringing the right forearm from the horizontal position to a vertical position alongside the pike (Figure 8-3-5); and
    b. simultaneously, bring the left hand to the socket to steady the pike and the belt.

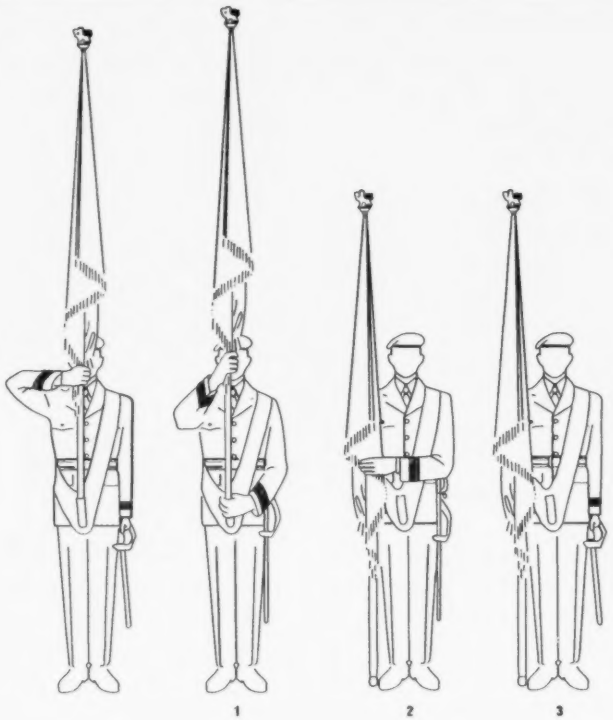


Figure 8-3-4 Order from the Carry

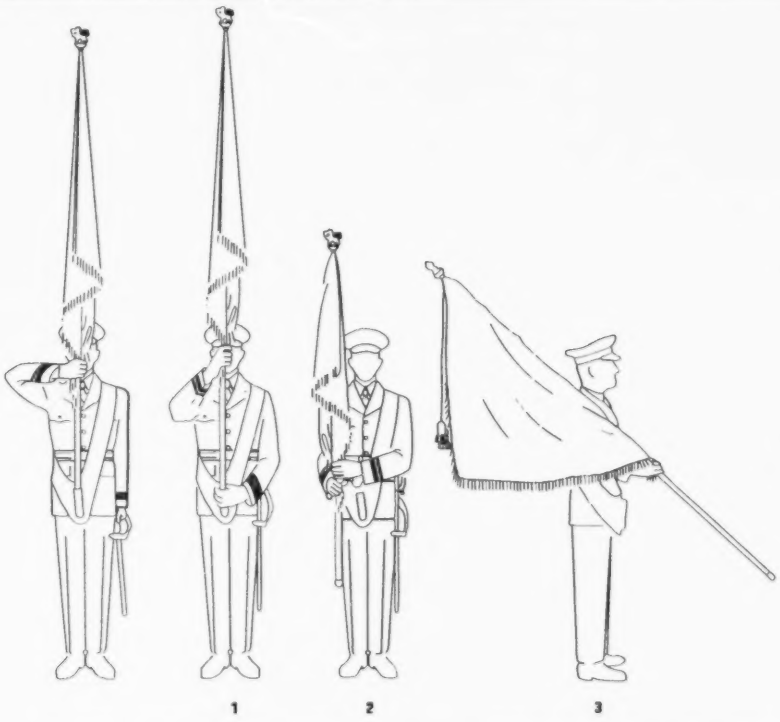


Figure 8-3-5 Slope from the Carry

20. On the command SQUAD – TWO:
    a. lower the Colour with the right hand to the right shoulder;
    b. simultaneously, with the left hand grasp the pike above the right hand with an all-round grip, to steady the pike; thus
    c. on completion of the movement:
        (1) the Colour shall be at a 45 degree angle on the right shoulder,
        (2) the elbow shall be close to the body,
        (3) the right forearm should be in a comfortable position parallel to the ground,
        (4) the Colour shall hang over and cover the right shoulder and arm, and
        (5) the pike shall not show between the hand and the shoulder and shall be covered by the Colour.

21. On the command SQUAD – THREE, cut the left hand to the side assuming the position of the order.

22. On the command SLOPE – COLOUR, the three movements are combined. A standard pause shall be observed between the movements.

23. Upon departing the review parade ground or after paying compliments elsewhere, an uncased Colour normally should be returned to the slope in the following manner:
    a. On the command QUICK – MARCH, the Colour officer shall slope the Colour from the carry, executing the first movement on the first pace with the left foot and the remaining movements on successive paces with the left foot.
    b. When the senior Colour officer gives the command SLOPE – COLOUR, after paying compliments on other than a review parade ground, the command is given on the left foot and the movements executed as above. When only one Colour is carried, the Colour officer shall carry out the movements without word of command.

SLOPE FROM THE ORDER (CASED COLOUR)

24. On the command SLOPE COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. with the right hand raise the pike clear of the ground and place it on the right shoulder (Figure 8-3-6); and
    b. simultaneously, with the left hand grasp the pike above the right hand with an all-round grip, to steady the pike.

25. On the command SQUAD – TWO, cut the left hand smartly to the side, assuming the position of attention.

26. On the command SLOPE – COLOUR, both movements are combined, with a standard pause between movements. On the completion of the drill the Colour shall be at a 45 degree angle on the right shoulder, the right elbow close to the body and the right forearm in a comfortable position parallel to the ground.

ORDER FROM THE SLOPE (CASED COLOUR)

27. On the command ORDER COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. with the right hand lower the pike to the ground by straightening the right arm down the right side (Figure 8-3-7); and
    b. simultaneously, bring the left arm smartly across the body, keeping the forearm parallel to the ground and steady the Colour by cupping the left hand around the case.

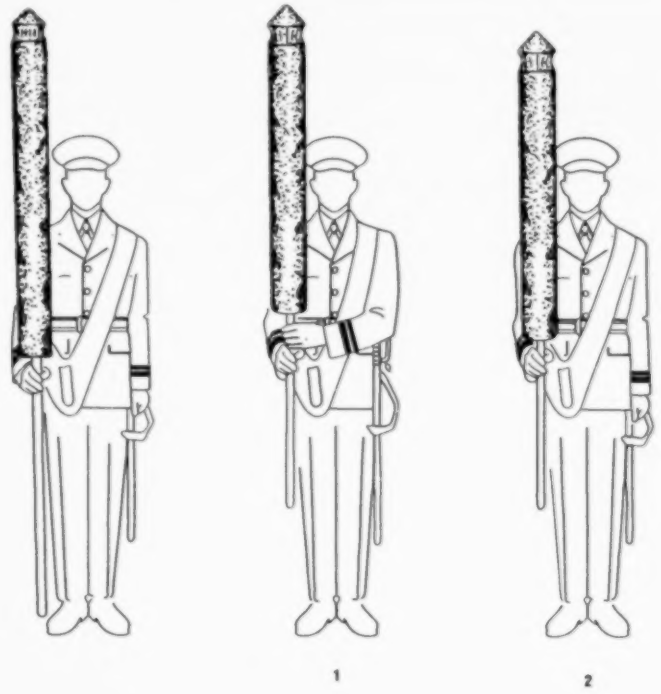


Figure 8-3-6 Slope from the Order (Cased Colour)

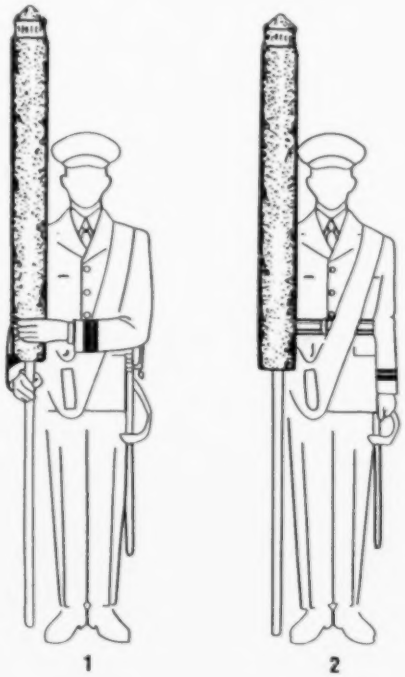


Figure 8-3-7 Order from the Slope

28. On the command SQUAD – TWO, cut the left arm smartly to the side, assuming the position of attention.

29. On the command ORDER – COLOUR, both movements are combined, with a standard pause between movements.

CHANGING THE COLOUR AT THE SLOPE

30. On the command CHANGE COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. grasp the pike with the left hand above the right, in an all-around grip, back of the hand to the front, and thumb to the rear (Figure 8-3-8); and
    b. keep the elbows close to the body.

31. On the command SQUAD – TWO:
    a. carry the Colour, with the pike perpendicular, to a position 10 cm in front of the centre of the body; and
    b. keep the elbows close to the body and both forearms parallel to the ground.

32. On the command SQUAD – THREE, place the Colour on the left shoulder, retaining the grip of both hands on the pike in a similar position to that described for the first movement above, except that the back of the right hand is now to the front.

33. On the command SQUAD – FOUR, cut the right hand to the side.

34. On the command CHANGE – COLOUR, combine the four movements, observing a standard pause between the movements.

35. To change Colour from the left to the right, the drill above is reversed.

CARRY FROM THE SLOPE

36. On the command CARRY COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. raise the Colour off the right shoulder with the right hand to the perpendicular position of the pike from the order (Figure 8-3-9); and
    b. simultaneously, bring the left hand to the socket to guide the base of the pike into the socket.

37. On the command SQUAD – TWO, cut the left hand to the side and assume the carry position.

38. On the command CARRY – COLOUR, the two movements are combined. A standard pause shall be observed between the movements.

LET FLY FROM THE CARRY

On the command LET FLY THE – COLOUR(S), maintaining the grip on the pike, release the Colour with a downward movement of the right hand (Figure 8-3-10).

40. During the march past in quick time, on the command EYES – RIGHT, the Colour is let fly on the next left foot.

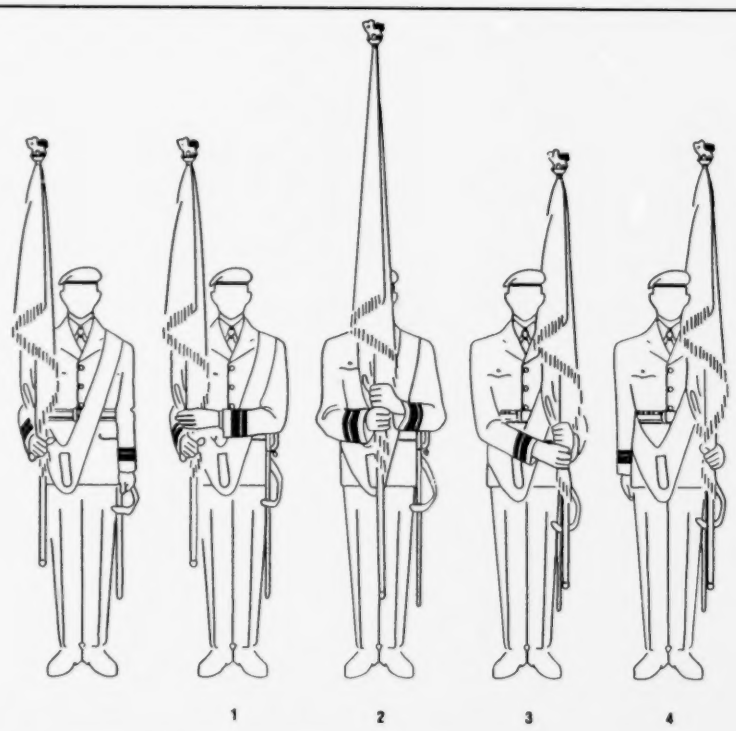


Figure 8-3-8 Changing the Colour at the Slope

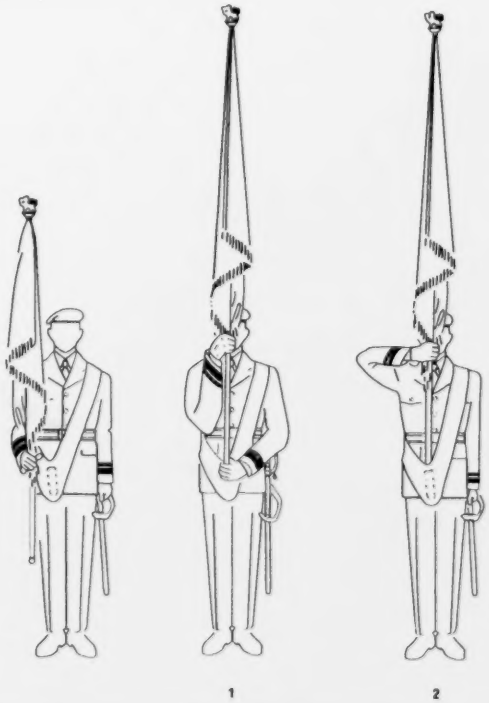


Figure 8-3-9 Carry from the Slope

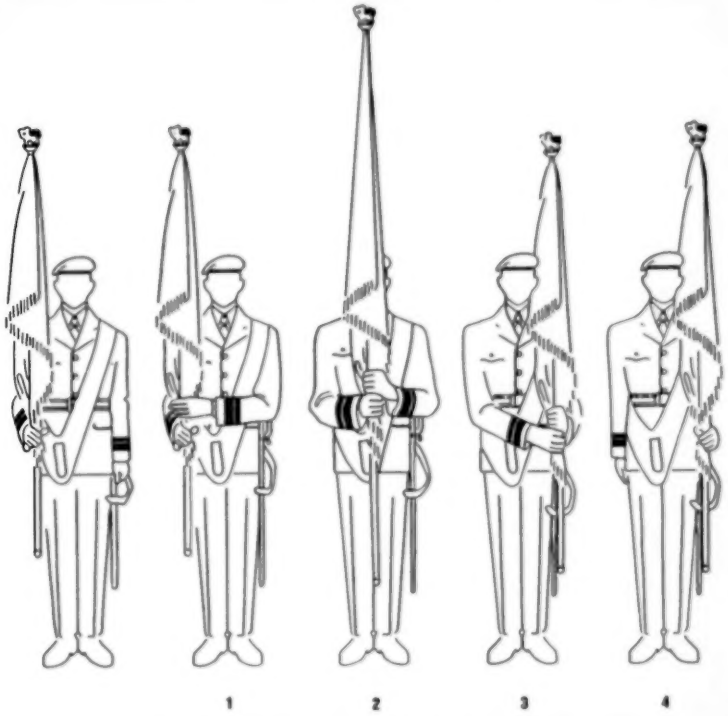


Figure 8-3-10 Let Fly from the Carry

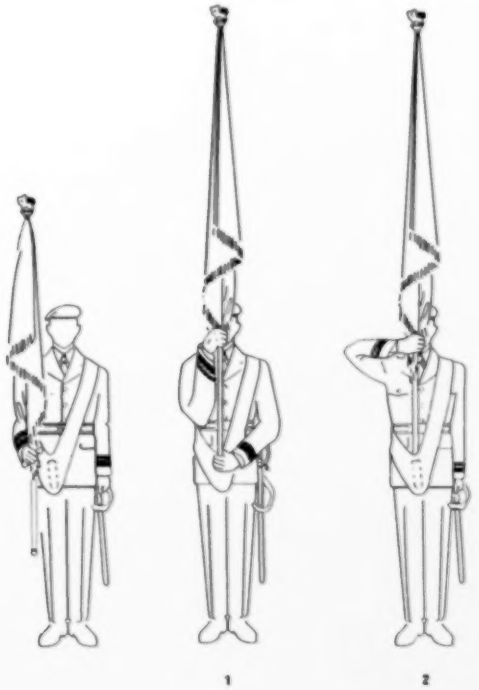


Figure 8-3-11 Catching the Colour from the Let Fly

41. On the command EYES – FRONT, the Colour is caught as detailed in paragraph 42.

CATCHING THE COLOUR FROM THE LET FLY

42. On the command CATCH THE COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. grasp the Colour with the left hand and bring it in to the pike (Figure 8-3-11); and
    b. simultaneously, grasp the corner of the Colour with the right hand, back of the hand outwards, at the point of the pike where the lowest corner of the Colour reached.

43. On the command SQUAD – TWO, cut the left hand to the side to the position of attention and raise the right forearm to the horizontal position.

44. On the command CATCH THE – COLOUR, the two movements are combined. A standard pause shall be observed between the movements.

45. Depending on the wind direction, the Colour may be grasped with the right hand after securing the pike in the left hand. If, because of wind strength, the Colour cannot be caught, the Colour shall be brought to the position of the order, the Colour secured and returned to the carry. The same drill is executed while marching.

DIP FROM THE CARRY AT THE HALT (DURING ROYAL SALUTE & GENERAL SALUTE)

46. On the command DIP THE COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. releasing the Colour from the pike, raise the pike to the full extent of the right arm (Figure 8-3-12); and
    b. simultaneously, bring the left hand across the body and grasp the socket to steady the Colour belt.

47. On the command SQUAD – TWO:
    a. maintaining control of the base of the pike with the right armpit, carry the pike well out to the right with the right hand and lower it with a sweeping motion to a position in front of the right foot;
    b. simultaneously, cut the left hand to the side to the position of attention; thus
    c. on completion of the movement:
        (1) the pikehead shall be just clear of the ground,
        (2) the Colour shall be spread on the ground to the right of the pike (see paragraph 50), and
        (3) the pike shall be held under the right armpit, the back of the right hand towards the ground.

48. On the command DIP – COLOUR, the two movements are combined. A standard pause shall be observed between the movements.

49. If the ground is wet or muddy, the pikehead shall be 5 cm above the ground. The Colour shall be held in the left hand to prevent it from being soiled (Figure 8-3-13).

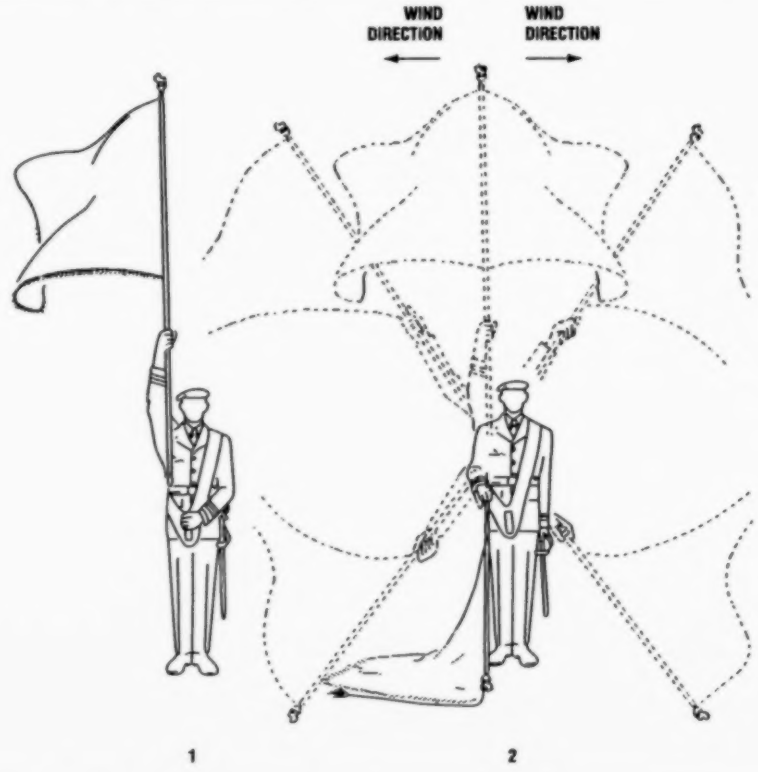


Figure 8-3-12 Dip from the Carry at the Halt

Figure 8-3-13 Dip Position – Wet Ground

50. If a strong wind is blowing from the right, the pike shall be carried with the right hand well to the left, and then lowered with a sweeping motion to the position of the dip. The Colour shall be spread to the left of the pike.

CARRY FROM THE DIP AT THE HALT

51. On the command CARRY COLOUR(S) BY NUMBERS, SQUAD – ONE:
    a. raise the Colour with the right hand, to the perpendicular position of the carry; and
    b. simultaneously, bring the left hand to the socket to guide the base of the pike into the socket.

52. On the command SQUAD – TWO:
    a. grasp the Colour with the left hand and bring it in to the pike; and
    b. simultaneously, grasp the corner of the Colour with the right hand as for the carry.

53. On the command SQUAD – THREE, cut the left hand to the side and assume the position of the carry.

54. On the command CARRY – COLOUR, the three movements are combined. A standard pause shall be observed between the movements.

DIP FROM THE CARRY ON THE MARCH (DURING ROYAL SALUTE & GENERAL SALUTE)

55. The dip is only executed on the march in slow time.

56. On the command EYES – RIGHT given as the left foot is forward and on the ground, the Colour shall be let fly on the next pace with the left foot (Figure 8-3-14).

57. On the following pace with the left foot:
    a. grasp the socket with the left hand; and
    b. raise the pike clear of the socket with the right hand.

58. On the next pace with the left foot:
    a. maintaining control of the base of the pike under the right armpit, move the Colour in a sweeping motion to the right and lower the pike to a horizontal position directly in front; and
    b. simultaneously, cut the left hand to the side.

59. On completion of the movement:
    a. the back of the right hand shall be towards the ground;
    b. the right elbow shall be close to the side;
    c. the Colour shall hang straight down;
    d. the left arm shall be straight at the side; and
    e. the head and eyes shall be straight to the front.

CARRY FROM THE DIP ON THE MARCH

60. On the command EYES – FRONT, on the next pace with the left foot:
    a. raise the Colour with the right hand, to the perpendicular position of the carry; and
    b. simultaneously, bring the left hand to the socket to guide the base of the pike into the socket.

61. On the following pace with the left foot, the Colour shall be caught with the left hand, and the corner of the Colour shall be grasped with the right hand.

62. On the next pace with the left foot, cut the left hand to the side.

63. If the wind is strong, the Colour may be secured as noted in paragraph 42.

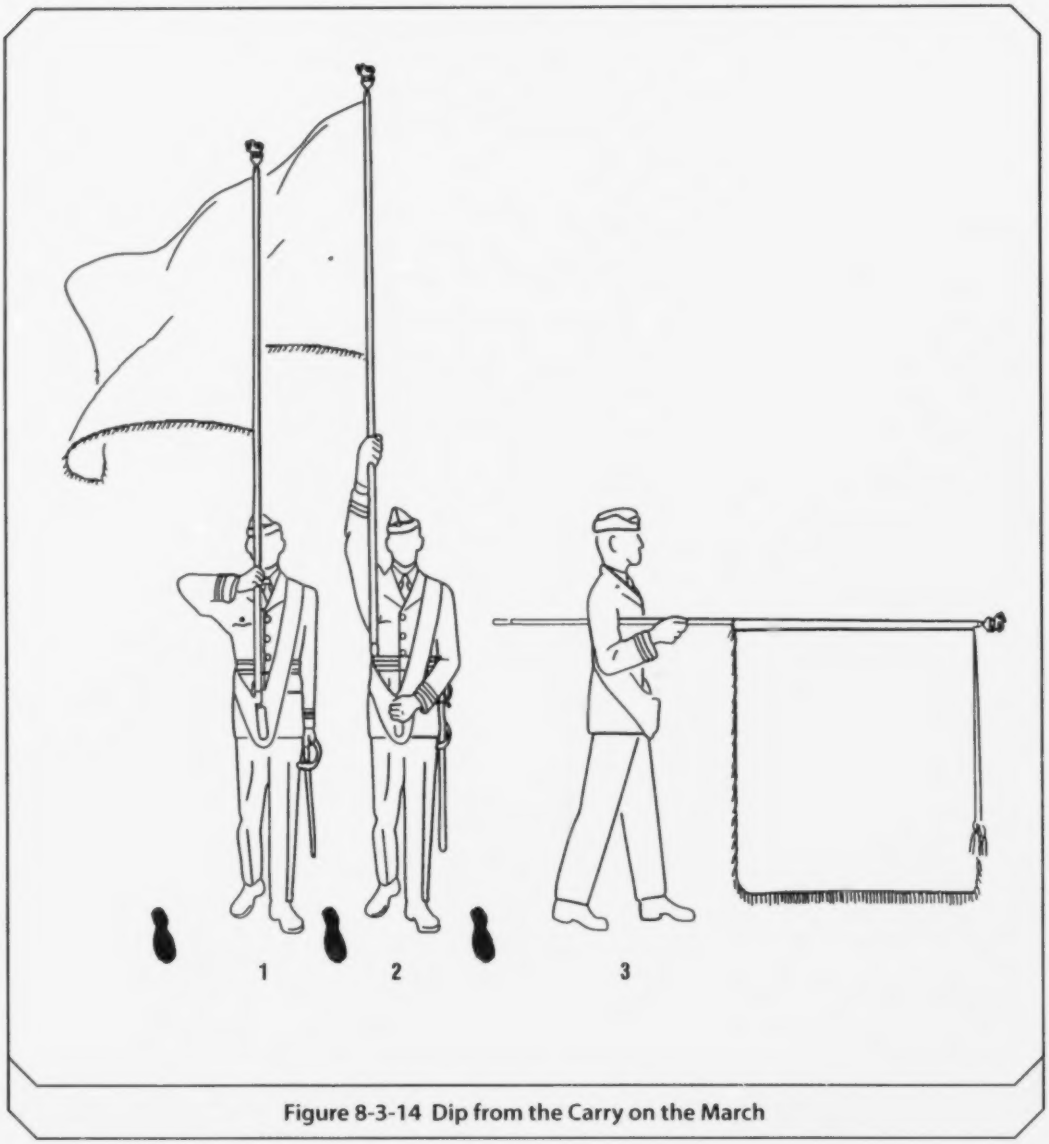
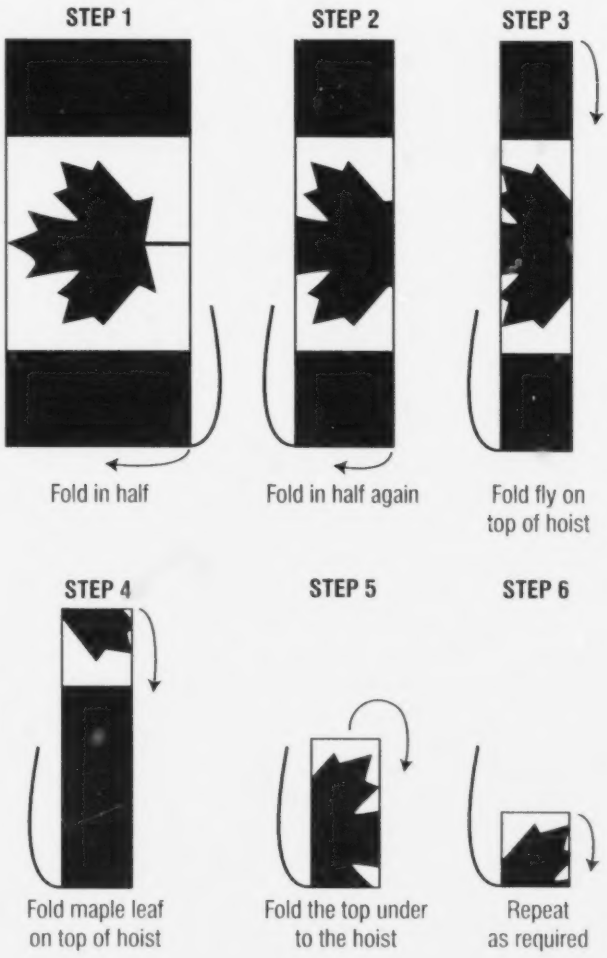


Figure 8-3-14 Dip from the Carry on the March

Alternate Method for Folding of the Flag

Although there is no official way the National Flag must be folded for presentation purposes, a suggested method is found below. When folded in this uniquely Canadian way, a portion of the maple leaf shows. During funerals, where the coffin is Flag-draped, the Flag should be removed once the coffin is placed on the lowering device on the grave. Those folding the Flag should raise it horizontally to about waist height, step to the side of the grave and start the folding process. Once completed, the Flag may be presented to the next of kin.



Adapted from "Ceremonial Procedures" on Public Works and Government Services Canada Web Site

EIGHT-PERSON FLAG FOLDING

Adapted from Department of National Defence manual on funeral procedures

The Bearer Party must be pre-sized before commencing.
Point of Reference: Those persons to the BPC's right are even and those to the left are odd.

COMMAND	ACTION / SIGNIFICANCE
"WREATH"	The wreath is passed up the casket on the Bearer Party Commander's (BPC) right side (evens) to the BPC who then hands it to an assistant. The medals are then handed to the BPC who hands them to the assistant who remains in place (waiting for the headdress). The headdress is then removed, handed to the BPC who places it on the medals. At this point the assistant then takes the package and places it on the table with the wreath.
"BEARER PARTY PREPARE THE BAND"	Bearer party grasps the retaining band in an underhand fashion.
"BAND"	Bearer party pulls band out from casket then up and then in. The persons to the BPC's left then hand their half of the band to those on the BPC's right. The right hand side (evens) then pulls the band back towards themselves and then starting farthest away from the BPC hand the band in a person-by-person manner hand over hand to the BPC who turns and hands it to the assistant, who places it on the table.
"BEARER PARTY"	Bearer Party grasps the flag edges.
"PREPARE THE FLAG"	Bearer Party takes one pace away from the casket bringing the flag taught while simultaneously raising the flag to the shoulder level of the shortest member.
"PREPARE TO FOLD"	The right-hand persons (evens) at the head and foot of the casket slide their inside hand to the flag corner meeting their outside hand. They then take a half pace out while simultaneously sliding their outside hand along the head and foot of the flag stopping halfway. (Thus bisecting the flag along its length.) 2 & 8 should be diagonal to their flag corner.
"FOLD"	The right-hand persons (evens) fold the flag underneath handing it to the left-hand side (odds). The flag end holders (2 & 8) must hold the flag tight in their outside hand as they are forming the crease along which the flag is being folded. The odds using their fingers receive the proffered flag half. As the right-hand side (evens) takes up their new flag half they use their empty hands to smooth out the underside of the flag. The right side flag end personnel take a step back into position. The right side (evens) then tugging gently pull the flag back to the centre of the casket. **NB.** The flag is now folded in half along its length.
"PREPARE TO FOLD"	The right-hand persons (evens) at the head and foot of the casket slide their inside hand to the flag corner meeting their outside hand. They then take a half pace out while simultaneously sliding their outside hand along the head and foot of the flag stopping halfway. (Thus bisecting the flag along its length.) The right side end persons should be diagonal to their flag corner.

COMMAND	ACTION / SIGNIFICANCE
"FOLD"	The right-hand persons (evens) fold the flag underneath handing it to the left-hand side (odds). The flag end holders (2 & 8) must hold the flag tight in their outside hand as they are forming the crease along which the flag is being folded. The odds using their fingers receive the proffered flag half. As the right-hand side (evens) takes up their new flag half they use their empty hand to smooth out the underside of the flag. The right side flag end personnel take a step back into position. The right side (evens) then tugging gently pull the flag back to the centre of the casket. **NB.** The flag is now folded in half along its length.
"PREPARE TO FOLD"	The left and right side personnel farthest away from the BPC (1 & 2) slide their inside hand to touch the hands of the persons second farthest from the BPC. (3 & 4) keeping the flag tight the flag end is handed by 1 & 2 using their outside hand to 3 & 4 who receive it with their inside hand. 1 & 2 then slide their outside hand down to meet their inside hand which is then slid to touch the outside hand of 3 & 4.
"FOLD"	Keeping the flag tight the flag end is handed by 1 & 2 using their outside hand to 3 & 4 who receive it with their inside hand. 1 & 2 then slide their outside hand down to meet their inside hand which is then slid to touch the outside hand of 3 & 4. 1 & 2 let go of the flag and drop their hands to their sides. 3 & 4 then hand the flag end to the outside hand of 5 & 6 who continue the motion and hand the flag end to the BPC who places it in the outside hands of 7 & 8. As the BPC places the flag 3 & 4 drop their hands to their sides. (The BPC may pull the flag end a little bit to get enough slack to complete the movement.) Once the movement is complete the BPC drops his hands to his side.
"PREPARE TO FOLD"	5 & 6 ensure that their outside thumb is in the centre of the flag (where the white meets the red.)
"FOLD"	Using their inside hands 5 & 6 using an overhand motion hand the flag end to the BPC who receives it and places it in the hands of 7 & 8. Simultaneous to the BPC's action 5 & 6 release the flag and bring their hands to their sides. (The BPC may pull the flag end a little bit to get enough slack to complete the movement.)
"PREPARE TO FOLD"	Cautionary. The BPC pinches the centre of the flag on both sides.
"FOLD"	7 & 8 use their inside hand and fold underneath the flag while the BPC slightly raises his section enough to keep the flag tight without touching the casket. 7 & 8 then use their inside hands to grasp the new end that the BPC is holding.
"PREPARE TO FOLD"	The BPC pinches the centre of the flag on both sides.
"FOLD"	7 & 8 using their inside hands fold the flag over then grasp the inside end of the flag. The BPC then places his hands palm up and flat underneath the flag. When the BPC is ready to take the flag 7 & 8 drop their hands to their sides. The BPC then turns to the assistant who places the medals and headdress (the medals have been removed from the cushion) on the flag with the Medal Gong and hat badge facing the BCP who then turns and gives it to the Commanding Officer who then turns and gives it to the next of kin.

Protocol References

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